

<b>SUBJECT:</b>  Faculty Committee Assignments	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  01-1-022
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>	

**I. Purpose and statement of operational policy underlying the procedure.**

All full time faculty, as part of their appointment and responsibilities are required to serve on standing and other college committees. They are expected to perform at a professional level and to contribute to the governance and functioning of the academic program and the institution.

**II. Applicability/Scope**

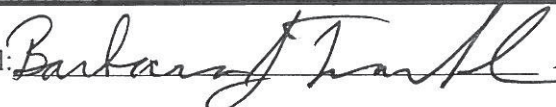
All full time faculty.

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
CAO	Distributes Committee Descriptions and Committee Choice Sheets to the Faculty	Beginning of the Academic Year
Faculty	Submit Choice Sheet to Division Chairs	Announced deadline
CAO and Faculty Organization President	Assign committee memberships based on appropriate distribution criteria (e.g. Divisional representation, long-term and newer faculty)	September
Conveners	Convene First Meeting	First standing committee scheduled time after appointment
Committees	Select chair and secretary	First meeting
Chair	Notifies Ensure committee meets regularly, fulfills committee charge and function	Ongoing
Secretary	Informs CAO of chair and	One week within first meeting
	Secretary takes minutes of all meetings, distributes to member and to Office of Academic Affairs for posting	Ongoing

**IV. Related policies/References for more information**

Faculty Handbook

Authorizing Official: <u></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	