

Faculty participation in the decision-making process shall occur primarily through the standing committees, Faculty Council, and Faculty Assembly. The Faculty Assembly and its committees shall be in an advisory only relationship to the administration. The administration shall seek the advice of the full-time faculty at Carl Sandburg College on educational matters as specified in Policy #1.2 through the standing committees and ad hoc task forces of the Faculty Assembly. The Faculty Assembly shall be consulted on any changes in regulations, which would affect the participatory decision-making structure. The Faculty Assembly will also be entitled to have one of its members attend and participate in the regular and special meetings of the Carl Sandburg College Board of Trustees exclusive of executive sessions.

### **Section I**

#### **Membership**

All contractual faculty shall be members of the Assembly. Administrative and professional staff of the College are not members of the Faculty Assembly. Administrative and professional staff are ex officio members of all standing committees and ad hoc task forces. The Faculty Assembly shall report to the Vice President of Academic Services. The various Assembly committees shall report to the appropriate administrator through Faculty Assembly as depicted in the organizational chart.

### **Section II**

#### **1) Officers/Faculty Council**

- a) By the April Faculty Assembly meeting of each year, the Faculty Assembly shall elect a chair-elect and new member to fill whatever vacancies exist to the Faculty Council. These officers shall comprise the Faculty Council of the Faculty Assembly and shall assume their duties at the conclusion of each academic year. In the case of resignation, the new Faculty Council at its first meeting will select a representative to the Illinois Community College Faculty Association.
- b) The chairperson shall preside at and call the Faculty Assembly meetings, chair meetings of the Faculty Council, and represent the Faculty Assembly as needed.
- c) The chair-elect shall preside at Faculty Assembly meetings in the absence of the chairperson, attend Board of Trustees meetings as the assigned representative of the Faculty Assembly, and assume other duties as directed by the chairperson. If for any reason the chair-elect cannot serve as the faculty representative to the Board, the Faculty Council may appoint one of its members to temporarily fill the position.
- d) The executive assistant to the Faculty Assembly (the executive assistant to the Vice President of Academic Services) shall maintain the central file of all minutes of Faculty Assembly meetings and shall distribute minutes of the Faculty Assembly meetings to all members of the faculty and professional staff of Carl Sandburg College.
- e) The Faculty Council shall prepare agendas and call meetings of the Faculty Assembly. The Faculty Council shall act as liaison to the administration in the absence of Faculty Assembly meetings. f) Prior

to the March Faculty Assembly meeting, the chair-elect, aided by the chairperson and Council, will create a slate of standing committee nominations for the upcoming year.

g) The Vice President of Academic Services shall also have the prerogative of calling Faculty Assembly meetings and may add items to the agenda at regularly called meetings.

### **Section III**

#### Structure

The faculty participatory decision-making structure shall be comprised of the Faculty Council, five standing committees, two institutional committees, ad hoc task forces as administratively requested, and the Faculty Assembly.

The six standing committees include Curriculum; Faculty Development, Growth and Assessment; Student Services; Tenure Commission; GEO and Program Assessment; and Outcomes Assessment. The two institutional committees include Risk Management, and Instructional Technology. The ad hoc committee is the Conference Committee for Tenure. Standing Committee memberships shall reflect appropriate and respective faculty interests through the College with membership from each department whenever possible. The Faculty Council shall appoint chairpersons of the standing committees with the exception of permanent chairpersons who are appointed by the Vice President of Academic Services.

### **Section IV – Standing Committees**

#### 1) Curriculum

##### a) Membership

- i) Faculty members are assigned by Faculty Council.
- ii) All Faculty members except the chair will serve a two -to three- year rotating term.
- iii) Duplication of department representation should not occur unless each instructional department of the College is represented including a faculty counselor. Exceptions may be made for small departments of four full-time faculty or fewer.
- iv) A chair-elect will be chosen to serve for one year on the committee and then shall serve a one to two-year term as chair, unless approved by Faculty Council. The chair-elect shall preside at Curriculum Committee meetings in the absence of the chair.
- v) One faculty librarian shall serve as a permanent member and proofreader. vi) The chairperson will serve as a member.
- vii) Ex officio members –Vice-President of Academic Services, Student Representative from Student Government Association, Director of Admission and Records, Coordinator of Admission and Records, and the Director of Financial Aid.

##### b) Duties

- i) To receive recommendations for course and program changes, additions or deletions, and to make recommendations concerning transfer and occupational programs and courses.

- ii) To recommend research to determine curricular needs and interests, not only of the student body, but the whole community college district.
- iii) To recommend criteria for the evaluation of programs, courses, and services (e.g., Library), and participate in the evaluation process.
- iv) To make recommendations to the Vice President of Academic Services. v) To maintain the central file of all Curriculum Committee minutes.
- vi) To distribute copies of approved curriculum to the chairperson of the Faculty Assembly and the Vice President of Academic Services.

## 2) Faculty Development, Growth and Assessment

### a) Membership

- i) Faculty members are assigned by Faculty Council.
- ii) Faculty members except the chairperson will serve a two- to three-year rotating term.
- iii) One chair of the committee nominated by Vice President of Academic Services with recommendations from Deans/Associate Deans and confirmed by the Faculty Assembly.
- iv) A chairperson-elect will be chosen by Faculty Council.
- v) Duplication of department representation should not occur unless each instructional department of the College is represented. Exceptions may be made for small departments of four full-time faculty or fewer.

### b) Duties for the Faculty Development Process

- i) To solicit proposals and recommend funding of projects from the full-time professional faculty development fund.
- ii) To plan and execute faculty workshops with support from the Vice President of Academic Services.
- iii) To assess the needs for full-time faculty development programs.
- iv) To make recommendations to the Vice President of Academic Services.

### c) Duties for the Faculty Growth and Assessment Process

- i) To be responsible for monitoring the process of, collecting data for, and guiding the faculty through the Growth and Assessment process. The chairperson or chair-elect will supervise each new group of faculty through the two-year process.
- ii) To be responsible for making the decision to place a faculty member with the Vice President of Academic Services or appropriate administrator for failing to comply with the process.
- iii) To make recommendations to the Vice President of Academic Services.

### d) Duties for the Faculty Mentoring Process: New Faculty

- i) To solicit and establish a pool of faculty volunteers to be mentors.
- ii) To consult with the hiring committee, including the Associate Dean or other immediate supervisor, and following consultation, assign a mentor to each new faculty member.
- iii) To ensure that no mentor is also in a supervisory capacity over a mentee, and that no mentor is also a member of the Tenure Commission.
- iv) To make certain each new mentor and mentee receives orientation materials about what is expected of the relationship, and to answer questions about the mentoring role at any time.
- v) To make changes in the mentor assigned to a faculty member at the request of the new faculty member, the mentor, or on their own initiative. No explanation of the request needs to be given by mentor or faculty member to the committee; the committee needs to give no reason for changes made on its initiative; the committee does not need to specify to anyone on whose initiative a change was made.
- vi) To receive appropriate Activity Report Forms from each mentor at the end of each semester on mentor/mentee activities.
- vii) To implement or suggest changes in the mentoring process as needed in order to accomplish the three goals of the mentoring program: to help new faculty acclimate to the college, achieve teaching excellence, and acquire a support network.

e) Duties for Faculty Mentoring Process: Adjunct Faculty

- i) To approve and, as circumstances require, to change mentoring assignments suggested by an adjunct faculty member's Associate Dean or other direct supervisor.
- ii) To approve up to 20 mentors who are adjuncts at any one time. This number may be changed at the discretion of administration.
- iii) To authorize compensation in terms of money placed on the college ID of any adjunct faculty actively serving as mentors, to a total of no greater than \$1000 for all adjuncts and no more than \$50 per mentor per fiscal year.

f) Duties for Faculty Mentoring Process: Tenured Faculty Mutual Mentoring

- i) To receive any faculty who requests mentoring into mutual mentoring.
- ii) To submit a list of three names from tenured faculty who have volunteered to participate in mutual mentoring to the faculty member, taking into consideration any topics the faculty member is particularly interested in, from which list the faculty member will choose one to be the mentor.

g) Other duties

- i) To maintain the central file of all Faculty Development, Growth and Assessment Committee minutes.

3) Student Services

## a) Membership

- i) Faculty members are assigned by Faculty Council.
- ii) Faculty members will serve a two- to three-year rotating term.
- iii) Ex officio members – Vice President of Student Services, the Director of Admissions and Records, and one student member may be assigned from Student Government Association.

## b) Duties

- i) To review and make recommendations regarding co-curricular student activities, including but not limited to: student organizations, extracurricular activities, student discipline, talent grants, graduation, probation, dismissal and reinstatement, admission to various programs, and placement of students within a curriculum, and validation of education experiences/course work.
- ii) To make recommendations to the Vice President of Student Services.
- iii) To maintain the central file of all Student Services committee minutes.

## 4) Tenure

## a) Membership

- i) Members shall be comprised of three, tenured faculty members elected by the Faculty Assembly.
- ii) Faculty Members will serve a three-year term; one member being elected each year.
- iii) The third-year member shall act as chairperson.
- iv) Members may not succeed themselves.
- v) The term of office shall commence immediately following the election.

## b) Election Process

- i) Nominations shall be made at the March Faculty Assembly meeting.
- ii) The Faculty Council chairperson shall supervise balloting.
- iii) Ballots shall be distributed to all voting members of the Faculty Assembly within ten days after the nominations are made.
- iv) The Faculty Council chairperson shall stipulate the place and date for the return of the ballots to be announced at the April Faculty Assembly Meeting.

## c) Duties

- i) To be responsible for collecting data on candidates for tenure from faculty associate deans and deans, students, and administration; and to be responsible for evaluating candidates on the basis of collected data.
- ii) To make recommendations to the Vice President of Academic Services.

iii) To participate in the deliberations of the Conference Committee, which makes recommendations on tenure-eligible faculty to the College President.

iv) To maintain the central file of all Tenure files and committee minutes.

#### 5) GEO and Program Assessment

##### a) Membership

i) Co-chairpersons; one faculty and one non-faculty member. A permanent chairperson is appointed by the Vice President of Academic Services.

ii) Faculty members are assigned by Faculty Council.

iii) Faculty members will serve a minimum of a two- to three-year rotating term.

iv) Duplication of department representation should not occur unless each instructional department of the College is represented. Exceptions may be made for small departments of four full-time faculty or fewer.

v) Non-faculty members are assigned by Cabinet with specific consideration of staff from the FTLC and Institutional Effectiveness

vi) One student member may be assigned.

vii) Ex officio members – Vice President of Academic Services and Dean of Institutional Planning unless the Dean of Institutional Planning serves as a co-chairperson.

##### b) Duties

i) To oversee the implementation and on-going evaluation of the General Education Outcome and program assessment process.

ii) To monitor the General Education Outcome and program assessment process and collect summary data.

iii) To give summary reports to Faculty Assembly.

iv) To give recommendations and feedback to departments and individual faculty through the Vice President of Academic Services.

v) To make recommendations to the Vice President of Academic Services.

vi) To maintain the central file of all GEO and Program Assessment Committee minutes.

#### 6) Outcomes Assessment

##### a) Membership

i) A permanent chairperson is appointed by the Vice President of Academic Services. ii) Faculty members are assigned by Faculty Council.

iii) Faculty members will serve a minimum of a two- to three-year rotating term. iv) Each instructional department of the College shall be represented.

- v) One student member may be assigned.
  - vi) Ex officio members – Vice President of Academic Services and Dean of Institutional Planning.
- b) Duties
- i) To oversee the implementation and on-going evaluation of the outcomes assessment process.
  - ii) To monitor the outcomes assessment process and collect summary data.
  - iii) To give summary reports to Faculty Assembly.
  - iv) To give recommendations and feedback to departments and individual faculty through the Vice President of Academic Services.
  - v) To make recommendations to the Vice President of Academic Services.
  - vi) To maintain the central file of all Outcomes Assessment Committee minutes.

### **Section V - Institutional Committees**

#### 1) Risk Management

##### a) Membership

- i) One faculty appointed by Faculty Council
- ii) Each faculty member will serve a minimum of a two- to three-year rotating term iii) The Director of Public Safety will serve as the chairperson.
- iv) Director of Technology Services and Information Security
- v) Coordinator of Academic Support Services/American Disabilities Act and Duties504 Coordinator.
- vi) Public Relations Specialist
- vii) Manager of Construction Projects and Facilities viii) Director of Human Resources
- ix) Director of the Branch Campus
- x) One student member may be assigned from Student Government Association.

##### b) Duties

- i) To address any risk management issue of the College.
- ii) To make recommendations to Cabinet Officers.
- iii) To maintain the central file of all Risk Management Committee minutes.

#### 2) Instructional Technology

## a) Membership

- i) Faculty members as assigned by the Faculty Council
- ii) Faculty members will serve a two- to three-year rotating term.
- iii) Duplication of department representation will not occur unless each instructional department of the College is represented. Exceptions may be made for small departments of four full-time faculty or fewer.
- iv) The Director of Technology Services and Information Security will serve as chairperson.
- v) Coordinator of Instructional Technology
- vi) Director of the Corporate & Leisure College
- vii) A representative of The Branch Campus
- viii) Director of Marketing and Public Relations ix) Coordinator of Library Services
- x) Director of Technology Services and Information Security
- xi) One student member may be assigned from Student Government Association.
- xii) Ex officio members – President, Vice President of Academic Services and Vice President of Student Services

## b) Duties

- i) To address the instructional technology issues of the College.
- ii) To serve in a coordinating function for overall technology assessment.
- iii) To seek input from faculty and staff that support teaching and student learning regarding technology needs and concerns.
- iv) To make recommendations to Cabinet Officers
- v) To maintain the central file of all Instructional Technology Committee minutes.

**Section VI – Ad hoc Committees**

## 1) Conference Committee for Tenure Recommendation (Advisory Committee)

## a) Membership

- i) The Tenure Commission
- ii) Vice President of Academic Services
- iii) One other administrator

## b) Duties



- i) To make recommendations to the President on tenure eligible faculty members.
- ii) If a consensus cannot be reached for any individual faculty member regarding a recommendation, any member(s) of the Conference Committee has the privilege of making an alternate recommendation to the President.
- iii) During the spring semester, the Conference Committee will re-evaluate all procedures and forms and make recommendations for any changes to the Faculty Council.

#### **Section VII - Meeting Schedule**

- 1) All standing committees will meet monthly.
- 2) All other committee meetings will be held when needed.
- 3) The chairperson is responsible for calling all meetings in consultation with the appropriate administrative official.
- 4) A quorum shall be a simple majority of the committee members.
- 5) Committees shall work in cooperation with the appropriate administrator.