

## **Senate Committee Appointment Process**

The Academic Senate continuously collects Application for Statewide Service Forms at ASCCC events such as plenary session and institutes. Additionally, a letter is mailed in May that asks local senates to nominate faculty to serve on a variety of committees for the upcoming year. The Senate Office acknowledges the receipt of the nomination form with a confirmation letter that is electronically generated. This letter provides nominees with information about the appointment process as well as the timeline for appointments.

### **Standing Committee**

In May/June, ASCCC Standing committee chairs review the list of interested faculty and select members based on criteria below. The committee chair may also search the Senate directory or solicit the local senate presidents for additional nominations.

Criteria for selection include:

- Diversity (i.e., regional, discipline, ethnicity, skill sets)
- Previous senate assignments (performance, frequency or recency of service)
- Location (If the committee is not one that requires geographical equity, the chair may select members with an eye to minimizing travel expenses.)
- See the Executive Committee Inclusivity Statement for more information about the ASCCC selection criteria. The policy can be found [here](#).

The committee chair will contact the selected faculty to confirm their willingness to serve. In August, the committee chair will present recommended members to the Executive Committee for approval since all appointments are subject to Executive Committee approval. Following approval of the recommended committee members, the chairs will contact those faculty they drafted to confirm approval. Names of faculty members who are not selected for a standing committee membership will be retained throughout the year as other needs may arise.

### **Ad Hoc, Special Task Forces, Grant Readers, or Advisory Groups**

Throughout the year, the Academic Senate receives requests for faculty to participate on a number of task forces or advisory groups. When such a request is received, the Senate Office reviews the list of faculty interested in serving on Senate committees for faculty that have the expertise needed on the task force or advisory committee. If no faculty on the list have the skills or expertise needed for the task force or advisory committee, the Senate Office contacts local senates for nominations. Names of potential appointees are given to the President for approval. Once the President has selected potential appointees, the Senate Office contacts the local senate president to confirm the nominee's appointment. Then the faculty member is contacted.

### **Terms**

According to Article V, Section 4, appointments to committees or special assignments shall be for no more than one year. At the end of the one-year term, faculty members must resubmit the Nomination to Serve form if they would like to serve on the committee again. No faculty may serve on any one committee for more than two consecutive one-year appointments, unless the Executive Committee confirms exigent circumstances.