

Senate Committee Appointment Process

The Academic Senate continuously solicits for interest in Statewide Service at ASCCC events such as plenary sessions and institutes. Additionally, in May, an email blast is sent to local Senate Presidents requesting them to encourage their faculty members to submit an Application for Statewide Service. The Senate Office acknowledges the receipt of faculty applications with a receipt confirmation email that is electronically generated upon an application's submittal. This email provides the faculty member with information about the appointment process as well as the timeline for appointments.

All faculty interested in serving as an ASCCC representative on any committee or workgroup must submit an application for statewide service in order to be considered. Unless contacted directly by the ASCCC Office or a member of the ASCCC Executive Committee, you will not receive additional notification regarding your application. Please see additional details outlined in this document.

Senate Committees

In May/June, ASCCC Senate Committee chairs review the ASCCC database of Applications for Statewide Service and select potential Senate Committee members based on criteria below.

The committee chairs may also search the Senate directory or solicit local Senate Presidents for additional nominations. If we do not have an Application for Statewide Service on file for a nominee or if the nominee's application for service is more than two years (730 days) old, the Committee Chair must request the nominee to submit an Application for Statewide Service prior to submitting them for Executive President approval.

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](#).

All committee appointments are subject to the President's approval. In August, the committee chairs will present their committee faculty nominations to the President for approval. Following President approval, the chairs will contact the faculty members they nominated to confirm their willingness to serve. Committee memberships are not considered final until a notice of the proposed membership is delivered to the local Senate Presidents. When the committee memberships are finalized, the committee chairs will notify and welcome their new committee members.

Ad Hoc, Special Task Forces, Work Groups, or Advisory Groups

Throughout the year, the Academic Senate receives requests for faculty to participate on various task forces or advisory groups. When such requests are received, the Senate Office searches the database of Applications for Statewide Service for faculty with the skill sets required for the task force or advisory committee. If there are no faculty in the database meeting the requirements specified, the Senate Office may contact local senates for nominations. Nominees will be requested to complete an Application for Statewide Service. When applications are submitted, the candidate's information will be forwarded to the President for review and approval. Once the President has selected potential appointees, the Senate Office contacts the faculty member(s) to confirm their interest in serving. When interest is confirmed, the faculty member's local Senate President will be contacted to request approval for their faculty member to serve. Once local Senate President approval is received, an official appointment notice will be sent to the faculty member.

Terms

According to Article V, Section 4, appointments to committees or special assignments are for a one-year term. At the end of the one-year term, faculty members should resubmit an Application for Statewide Service if they would like to be considered for re-appointment. Appointees may not serve on any one committee for more than two consecutive one-year terms, unless the Executive President confirms exigent circumstances.