

In the interest of ensuring full and equal faculty participation on college committees, Academic Senate would like to propose the following policy, to be housed in the Faculty Handbook:

Committee Participation Policy

Faculty participation on committees is one of the professional responsibilities that is delineated for all full-time faculty. While every division may have a different way of assigning faculty to the various committees on campus, committee assignments and participation have the expectations that:

1. Participant faculty are able to attend at least 75% of the committee meetings every semester in whichever modality the committee meets*. For committees that meet once/month, this means missing no more than 1 meeting during the semester. For committees that meet twice/month, this means missing no more than 2 meetings during the semester. For committees that meet less than once/month, attendance at all committee meetings is expected.
2. If a faculty member is not able to attend at least 75% of a committee meeting in a given semester, they should alert their dean and fellow faculty to request an alternate for the semester or replacement for the remainder of the term of service
3. In the case of extenuating circumstances, committee chairs will work with both the faculty and the division dean on how best to accommodate

*Committees that are under Brown Act have specific rules that they must adhere to regarding modality and attendance of voting members

Responsibilities of the committee chairs:

1. Committee chairs are responsible for verifying faculty participants with division deans and as delineated in the by-laws of each committee
2. At the end of each semester, committee chairs will reach out to any faculty who have attended less than 75% of the committee meetings in a given semester and their respective deans to request additional information and a potential alternate or replacement faculty member