

PROCEDURE 2.0: FACULTY PARTICIPATION IN DECISION MAKING

Faculty participation in the decision-making process occurs primarily through two standing committees: Faculty Council and Faculty Assembly.

- Faculty Assembly and committees:
 - Serve in an advisory capacity to the administration regarding educational matters as specified in Policy 2: Governance through the standing committees and ad hoc task forces of the Faculty Assembly.
 - Are consulted on any changes in procedures, which would affect the participatory decision-making structure.
 - Are entitled to have one of its members attend and participate in the regular and special meetings of the Board of Trustees — exclusive of executive sessions.

Section I

Membership

- All contractual faculty are members of the Assembly.
- Administrative and professional staff are not members of the Faculty Assembly but are ex officio members of all standing committees and ad hoc task forces.
- The Faculty Assembly reports to the chief academic services officer.
- The various Assembly committees report to the appropriate administrator through Faculty Assembly based on the organizational chart.

Section II

Officers/Faculty Council

- a) The Faculty Assembly must elect a chair-elect and new members to fill whatever vacancies exist to the Faculty Council by the spring Assembly meeting. These officers comprise the Faculty Council of the Faculty Assembly and 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 presides at and calls the Faculty Assembly meetings, chairs meetings of the Faculty Council and represents the Faculty Assembly as needed.

- c) The chair-elect presides at Faculty Assembly meetings in the absence of the chairperson, attends Board of Trustees meetings as the assigned representative of the Faculty Assembly and assumes 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 chief academic services officer) maintains the central file of all Faculty Assembly meeting minutes and distributes them to all members of the faculty and professional staff of Carl Sandburg College.
- e) The Faculty Council prepares agendas and calls meetings of the Faculty Assembly and acts as liaison to the administration in the absence of Faculty Assembly meetings.
- f) Prior to the spring 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 chief academic services officer may call Faculty Assembly meetings and add items to the agenda at regularly called meetings.

Section III

Structure

The faculty participatory decision-making structure consists of:

- Faculty Council
- Five standing committees
- Two institutional committees
- Ad hoc task forces as administratively requested
- Faculty Assembly

The six standing committees include:

- Curriculum
- Faculty Development, Growth and Assessment
- Student Services
- Tenure Commission
- GEO and Program Assessment
- Outcomes Assessment

The two institutional committees include:

- Risk Management

- Instructional Technology

The ad hoc committee is the Conference Committee for Tenure. Standing committee memberships reflect appropriate and respective faculty interests through the college with membership from each department whenever possible. The Faculty Council appoints chairpersons of the standing committees with the exception of permanent chairpersons who are appointed by the vice president of academic services.

Section IV – Standing Committee

1) Curriculum

- a) Membership
 - i) Faculty members are assigned by Faculty Council.
 - ii) All faculty members except the chair 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 is chosen to serve for one year on the committee and then serve a one- to two-year term as chair, unless approved by Faculty Council. The chair-elect presides at Curriculum Committee meetings in the absence of the chair.
 - v) One faculty librarian serves as a permanent member and proofreader.
 - vi) The chairperson serves as a member.
 - vii) Ex officio members include:
 - Chief academic services officer
 - Student representative from Student Government Association
 - Director of admission and records
 - Coordinator of admission and records
 - 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 chief academic services officer.
- 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 chief academic services officer.

2) Faculty development, growth and assessment

c) Membership

- i) Faculty members are assigned by Faculty Council.
- ii) Faculty members except the chairperson serve a two- to three-year rotating term.
- iii) One chair of the committee nominated by chief academic services officer 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.

d) 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 chief academic services officer.
- iii) To assess the needs for full-time faculty development programs.
- iv) To make recommendations to the chief academic services officer.

e) Duties for the faculty growth and assessment process

- i) Responsible for monitoring the process of, collecting data for, and guiding the faculty through the growth and assessment process. The chairperson or chair-elect supervises each new group of faculty through the two-year process.
- ii) Makes the decision to place a faculty member with the chief academic services officer or appropriate administrator for failing to comply with the process.
- iii) Make recommendations to the chief academic services officer.

f) Duties for the faculty mentoring process: New faculty

- i) Solicit and establish a pool of faculty volunteers to be mentors.

- ii) 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) Ensure no mentor is also in a supervisory capacity over a mentee, and that no mentor is also a member of the Tenure Commission.
 - iv) Make certain each new mentor and mentee receives orientation materials about what is expected of the relationship, and answer questions about the mentoring role at any time.
 - v) 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) Receive appropriate activity report forms from each mentor at the end of each semester on mentor/mentee activities.
 - vii) Implement or suggest changes in the mentoring process as needed to accomplish the three goals of the mentoring program:
 - Help new faculty acclimate to the college
 - Achieve teaching excellence
 - Acquire a support network.
 - g) Duties for faculty mentoring process: Adjunct faculty
 - i) Approve and, as circumstances require, change mentoring assignments suggested by an adjunct faculty member's associate dean or other direct supervisor.
 - ii) Approve up to 20 mentors who are adjuncts at any one time. This number may be changed at the discretion of administration.
 - iii) Authorize compensation in terms of money placed on the college ID of any adjunct faculty actively serving as mentors, to a total of no more than \$1,000 for all adjuncts and no more than \$50 per mentor per fiscal year.
 - h) Duties for faculty mentoring process: Tenured faculty mutual mentoring
 - i) Receive any faculty who requests mentoring into mutual mentoring.
 - ii) 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.
 - i) Other duties
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- i) Maintain the central file of all Faculty Development, Growth and Assessment Committee minutes.
- 2) Student Services
- a) Membership
 - i) Faculty members are assigned by Faculty Council.
 - ii) Faculty members serve a two- to three-year rotating term.
 - iii) Ex officio members:
 - Chief student services officer
 - Director of admissions and records
 - One student member may be assigned from Student Government Association.
 - b) Duties
 - i) 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 placement of students within a curriculum, and validation of education experiences/course work.
 - ii) Make recommendations to the chief student services officer.
 - iii) Maintain the central file of all Student Services committee minutes.
- 3) Tenure
- a) Membership
 - i) Members include three tenured faculty members elected by the Faculty Assembly.
 - ii) Faculty members serve a three-year term; one member being elected each year.
 - iii) The third-year member serves as chairperson.
 - iv) Members may not succeed themselves.
 - v) The term of office begins immediately following the election.
 - b) Election process
 - i) Nominations are made at the spring Faculty Assembly meeting.
 - ii) The Faculty Council chairperson supervises balloting.
 - iii) Ballots are distributed to all voting members of the Faculty Assembly within 10 days after the nominations are made.
 - iv) The Faculty Council chairperson stipulates the place and date for the return of the ballots to be announced at the spring Faculty Assembly Meeting.

- c) Duties
- i) Collecting data on candidates for tenure from faculty associate deans and deans, students and administration; and for evaluating candidates on the basis of collected data.
 - ii) Make recommendations to the vice president of academic services.
 - iii) Participate in the deliberations of the Conference Committee, which makes recommendations on tenure-eligible faculty to the president.
 - iv) Maintain the central file of all tenure files and committee minutes.
- 4) GEO and program assessment
- a) Membership
- i) Co-chairpersons; one faculty and one non-faculty member. A permanent chairperson is appointed by the chief academic services officer.
 - ii) Faculty members are assigned by Faculty Council.
 - iii) Faculty members 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:
 - Chief academic services officer
 - Dean of institutional planning unless the dean of institutional planning serves as a co-chairperson
- b) Duties
- i) Oversee the implementation and on-going evaluation of the general education outcome and program assessment process.
 - ii) Monitor the general education outcome, program assessment process and collect summary data.
 - iii) Give summary reports to Faculty Assembly.
 - iv) Give recommendations and feedback to departments and individual faculty through the chief academic services officer.
 - v) Make recommendations to the chief academic services officer.

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

5) Outcomes

a) Membership

i) A permanent chairperson is appointed by the chief academic services officer.

ii) Faculty members are assigned by Faculty Council.

iii) Faculty members 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:

- Chief academic services officer
- Dean of institutional planning

b) Duties

i) Oversee the implementation and on-going evaluation of the outcomes assessment process.

ii) Monitor the outcomes assessment process and collect summary data.

iii) Give summary reports to Faculty Assembly.

iv) Give recommendations and feedback to departments and individual faculty through the chief academic services officer.

v) Make recommendations to the chief academic services officer.

vi) 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 serves a minimum of a two- to three-year rotating term.

iii) The director of public safety serves as the chairperson.

iv) Other members include:

- CIO

- Coordinator of academic support services/American Disabilities Act and Duties 504 coordinator.
- Public relations specialist
- Manager of construction projects and facilities
- Director of Human Resources
- Executive director of the Carthage campus
- One student member may be assigned from Student Government Association

b) Duties

- i) Address any risk management issue of the college.
- ii) Make recommendations to Cabinet officers.
- iii) 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 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 CIO serves as chairperson.
- v) Other members include:
 - Coordinator of instructional technology
 - Director of workforce development and community education
 - A representative of the Carthage campus
 - Executive Director of Marketing
 - Coordinator of library services
 - CIO
 - One student member may be assigned from Student Government Association
 - Ex officio members:
 - i. President
 - ii. Chief academic services officer
 - iii. Chief student services officer

b) Duties

- i) Address the instructional technology issues of the college.
- ii) Serve in a coordinating function for overall technology assessment.

- iii) Seek input from faculty and staff that support teaching and student learning regarding technology needs and concerns.
- iv) Make recommendations to Cabinet officers.
- v) 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) Chief academic services officer
 - iii) One other administrator
- b) Duties
 - i) 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 will work in cooperation with the appropriate administrator.

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