

Full-time Faculty Committee Assignment FAQs

(adopted by the Academic Senate- December 2019)

Why do faculty serve on campus committees?

Article 13.B.1 of the SBCCTA Contract states that “The District and the Association recognize the professional nature of the work (as defined by Labor Code) performed by the faculty members and agree that full-time faculty shall be available at the District facilities for an additional five (5) hours per week beyond the assigned student contact hours, non-student contact hours, and office hours (pro-rated for less than full-time faculty) to perform required responsibilities. All faculty are required to serve on committees as appointed by the academic senate and/or as officially recognized advisors to student clubs/organizations as a part of their assignment.”

Additionally, committee services allows faculty to participate in shared governance and collegial consultation as expressed in AP 2510: Collegial Consultation.

“San Bernardino Valley College is committed to the idea of Collegial Consultation as assured in AB1725. We acknowledge the rights and responsibilities accorded to all parties within the District to participate effectively in District consultation and support the establishment of procedures whereby faculty, staff, and students are ensured of appropriate consultation on matters affecting them. We believe that groups of individuals working together to pool their knowledge, experience, and perspectives are an integral part of the decision making process at Valley College, and that the development of policies and procedures for college governance benefits greatly by involving those with appropriate expertise and those who will be most affected by those policies and procedures.”

Who assigns committees?

Article 13.B.1 of the SBCCTA contract states that the Academic Senate assigns faculty to committees. Academic Senate by-laws give final approval of the committee assignment list to the Election Committee of the Academic Senate.

What qualifies as committee service?

- Assignment to a committee by the Academic Senate.
- Officially recognized Faculty advisor to an active student club.
- If you receive reassigned time to chair a committee such as curriculum, accreditation, basic skills, honors, program review or guided pathways it counts as committee service.
 - If you serve on a committee as part of your regular workload or job description the committee does not count towards committee service unless you also chair the committee

What is the process?

Division Senators work with division faculty to make committee assignments using the Academic Senate's Best Practices for Committee Selection Guidelines. Please note that while every effort is made to honor a faculty member's committee preference, there are occasions when a faculty member may be moved to a different committee. This may occur to ensure that there is appropriate division representation on all committees.

Why are there minimums and maximums on membership for some committees?

Committees may have membership requirements to ensure that all divisions have proportionate representation on the committee. For example, Program Review is a heavy workload committee under the 10+1 that works with campus wide needs assessments and program efficacy. The committee requires 10% faculty representation from each division so that all divisions are proportionately represented and to ensure committee members to do the work of the committee. A maximum number of faculty per division may be set to prevent committees with a lighter workload from becoming too large.

I didn't get the committee I wanted, what happened?

While every effort is made to honor a faculty member's committee preference, there are occasions when a faculty member may be moved to a different committee. This may occur to ensure that there is appropriate division representation on all committees. For instance if division faculty are unable to identify faculty to serve on committees with required division representation, such as Program or Curriculum, the Elections Committee of the Academic Senate will reassign faculty to meet those needs.

Can I use my committee assignment to meet my flex obligations?

No, your primary committee assignment is part of your workload

Can I serve on two committee?

Yes, there are many opportunities for committee service available at the campus and the district. Additional committees service that meet flex time criteria may be used to meet flex time obligations.

Does Academic Senate, Department Chair, District Committees, ad-hoc committees, or hiring committees count as my committee assignment?

No, Academic Senate does not count towards committee assignments. Faculty are compensated in their role as department chair, therefore department chair work and department chair meetings do not count towards committee assignments. District committees, ad-hoc committees or hiring committees that meet flex time criteria may be used to meet flex time obligations.

How can I change my committee assignment?

Contact the Academic Senate Elections Chair. Please note if you are asking to change from a committee which requires representation from each division, for example Program Review or Curriculum, you will need to identify a faculty member to replace you on the committee prior.