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

- The 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.
- The faculty assembly is consulted on any changes in procedures that affect the participatory decision-making structure.
- The faculty assembly is 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.
- All faculty assembly, faculty council and committee meetings are scheduled using the college-designated employee scheduling and calendaring platform, which is used to manage calendars, meeting invitations, availability and scheduling communications. Attendees are expected to respond to meeting invitations by indicating their availability, acceptance, decline or tentative status in a timely manner to support the effective functioning of committees.

Section I

Membership

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

Section II

Officers/faculty council

- The faculty assembly must elect a chair-elect and new members to fill whatever vacancies exist to the faculty council by the April 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 selects a representative to the Illinois Community College Faculty Association.
- The chairperson calls and presides at faculty council and faculty assembly meetings.

- The chairperson represents the faculty assembly as needed.
- The chair-elect presides at faculty council and faculty assembly meetings in the absence of the chairperson, attends board of trustee 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.
- The executive assistant to the faculty assembly (the executive assistant to the chief academic officer) maintains the central file of all faculty assembly meeting minutes and distributes them to all members of the faculty and professional staff of Sandburg.
- The faculty council prepares agendas, calls meetings of the faculty assembly and acts as liaison to the administration in the absence of faculty assembly meetings.
- Prior to the March faculty assembly meeting, the chair-elect, aided by the chairperson and faculty council, creates a slate of nominations for the upcoming year specifically for faculty council and tenure.
- The faculty council chair is responsible for maintaining the central file of all faculty council minutes. The location of the central file is determined by the chief academic officer.
- The chief academic officer may call faculty assembly meetings and add items to the agenda at regularly called meetings.
- Ex-officio members include:
    - Chief academic officer
    - Executive assistant to the chief academic officer
    - Curriculum chairperson for curriculum needs
    - Vice president of student development

Section III

Structure

The faculty participatory decision-making structure consists of:

- Faculty council
- Standing committees
- Institutional committees
- Ad hoc task forces as administratively requested
- Faculty assembly

The standing committees include:

- Curriculum
- Faculty development, growth and assessment
- Tenure commission

The institutional committees include:

- Assessment
- Campus safety

- Employee wellness and engagement
- Instructional technology
- Strategic enrollment management

One 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 except for permanent chairpersons who are appointed by the chief academic officer. All committees are to maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Section IV — Standing committees

Curriculum

- Membership
  - Faculty members are assigned by faculty council.
  - Faculty members except the chair serve a two- to three-year rotating term.
  - 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.
  - A chair-elect is chosen by the committee or appointed by faculty council to serve for one year on the committee and then serve a one- to two-year term as chair, unless otherwise approved by faculty council. The chair-elect presides at committee meetings in the absence of the chair.
  - Ex officio members include:
    - Chief academic officer
    - Executive assistant to the chief academic officer
    - One student representative from the student government association may be assigned.
    - Director of financial aid
    - An administrator to represent registrar and advising duties
- Duties
  - Receive recommendations for course and program changes, additions or deletions, and to make recommendations concerning transfer and occupational programs and courses.
  - Recommend research to determine curricular needs and interests, not only of the student body, but the whole community college district.
  - Recommend criteria for the evaluation of programs, courses and services (e.g., library) and participate in the evaluation process.
  - Distribute copies of approved curriculum to the chairperson of the faculty assembly and the chief academic officer.
  - Make recommendations to the chief academic officer.
  - Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Faculty growth and development

- Membership
  - Faculty members are assigned by faculty council.
  - Faculty members except the chair serve a two- to three-year rotating term.
  - 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.
  - A chair-elect is chosen by the committee or appointed by faculty council to serve for one year on the committee and then serve a one- to two-year term as chair, unless otherwise approved by faculty council. The chair-elect presides at committee meetings in the absence of the chair.
  - Ex officio members include:
    - Chief academic officer
- Duties for faculty development
  - Solicit proposals and recommend funding of projects from the full-time professional faculty development fund.
  - Plan and execute faculty workshops with support from the chief academic officer.
  - Assess the needs for full-time faculty development programs.
  - Make professional development recommendations to the chief academic officer.
- Duties for faculty growth
  - Identify faculty for participation.
  - Guide faculty through the growth and assessment process including all documentation.
  - Monitor and collect relevant data for each faculty participant.
  - Maintain all related documentation.
  - The chairperson or chair-elect supervises each new group of faculty through the two-year process.
  - Makes the decision to place a faculty member with the chief academic officer or appropriate administrator for failing to comply with the process.
  - Make recommendations to the chief academic officer.
- Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Tenure commission

- Membership
  - Members include three tenured faculty members elected by the faculty assembly. Faculty members serve a three-year term; one member being elected each year. The third-year member serves as chairperson. Members may not succeed themselves.
  - The term of office begins immediately following the election.
- Election process
  - Nominations are made at the March faculty assembly meeting.
  - The faculty council chairperson supervises balloting.

- Ballots are distributed to all voting members of the faculty assembly within 10 days after the nominations are made.
- The faculty council chairperson stipulates and announces at the March faculty assembly meeting the place and date for the return of the ballots.

- Duties
  - Collect data on candidates for tenure as outlined in college policies.
  - Evaluate candidates based on collected data.
  - Make recommendations to the chief academic officer.
  - Participate in the deliberations of the ad hoc conference committee, which makes recommendations on tenure-eligible faculty to the president.
  - Maintain the central file of all tenure files in addition to committee minutes. The location of the central file is determined by the chief academic officer.

Section V — Institutional committees

Assessment

- Membership
  - Faculty members are assigned by faculty council.
  - Faculty members except the chair serve a two- to three-year rotating term.
  - 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.
  - A faculty co-chair is assigned by faculty council to serve as co-chair for one year
  - A staff co-chairperson is chosen by cabinet.
  - Other members include:
    - Non-faculty members are assigned by cabinet with specific consideration of staff from institutional effectiveness and student development.
    - Co-curricular representation
    - One student member may be assigned.
  - Ex officio members:
    - Chief academic officer
    - Vice president of student development
    - Vice president of institutional resources
  - Director of accreditation if not serving as co-chair
- Duties
  - Oversee the implementation and on-going evaluation of the general education outcomes, program assessment process and co-curricular activities.
  - Monitor the general education outcomes, program assessment process and collect summary data.
  - Prepare summary reports and present to faculty assembly.
  - Provide feedback and recommendations to individual faculty, programs, prefixes and departments through the chief academic officer.

- Make recommendations to the chief academic officer, vice president of student development and vice president of institutional resources.
- Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.
- Maintain a central file of all assessment documentation. The location of this central file is determined by the director of accreditation.

Campus safety

- Membership
  - One faculty member appointed by faculty council.
  - The faculty member serves a minimum of a two- to three-year rotating term.
  - The chief public safety officer serves as the chairperson.
  - Other members include:
    - A representative of information technology
    - Coordinator of academic support services/American Disabilities Act and Duties 504 coordinator
    - Coordinator of marketing
    - Director of facility services
    - Assistant manager of employee experience
    - Operations coordinator of the Carthage campus
    - One student representative from the student government association may be assigned.
  - Ex officio members:
    - Chief academic officer
    - Vice president of student development
    - Vice president of business and finance
    - Chief information officer
- Duties
  - Address college safety concerns.
  - Make recommendations to the vice president of student development.
  - Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Instructional technology

- Membership
- Faculty members are assigned by faculty council.
- Faculty members serve a two- to three-year rotating term.
  - 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.
  - The coordinators of instructional technology serve as co-chairpersons.
  - Other members include:

- Director of workforce development and community education
- A representative of the Carthage campus
- A representative of information technology
- Executive director of marketing
- Coordinator of library services
- Network manager
- One student representative from the student government association may be assigned.

  - Ex officio members:
    - Chief academic officer
    - Vice president of student development
    - Vice president of business and finance
    - Chief information officer

- Duties
  - Address the instructional technology issues of the college.
  - Serve in a coordinating function for overall technology assessment.
  - Seek input from faculty and staff that support teaching and student learning regarding technology needs and concerns.
  - Make recommendations to cabinet officers.
  - Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Strategic enrollment management

- Membership
  - Faculty members are assigned by faculty council.
  - Faculty members serve a two- to three-year rotating term.
  - 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.
  - The dean of enrollment management serves as the chairperson.
  - Other members include:
  - Non-faculty members are assigned by cabinet with specific consideration of representation from institutional resources, advising, academic services, the foundation, recruitment, marketing, and Carthage.
  - One student representative from the student government association may be assigned.
  - Ex officio members:
    - Chief academic officer
    - Vice president of student development
    - Vice president of business & finance
- Duties
  - Provide strategic input to shape goals and actively engage in the advancement of related cross-departmental strategies to increase enrollment.

- Develop and execute an annual committee project each academic year that addresses a specific enrollment gap or institutional opportunity that requires cross-departmental support.
- Actively engage in the advancement of cross-departmental strategies for recruitment, admission, persistence, retention and completion that align with the college's equity plan.
- Analyze annual results from campus climate surveys and student focus groups.
- Analyze student access, representation, support, and performance data to further interrogate equity gaps uncovered in the equity plan.
- Collaborate with institutional resources to assess equity plan progress annually, with respect to ongoing strategies and metric goals.
- Work with the college community to promote and realize Sandburg's vision for equity.
- Make recommendations to cabinet officers.
- Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.
- Maintain a central file of all equity plan documentation. The location of this central file is determined by the director of accreditation.
- Maintain a central file of all strategic enrollment documentation. The location of this central file is determined by the dean of enrollment management services.

Employee wellness and engagement

- Membership
  - Faculty members are assigned by faculty council.
  - Each faculty member serves a minimum of a one- to three-year rotating term.
  - The employee benefit & wellness educator serves as the chairperson.
  - Staff members serve on the committee on a rotational basis.
  - Ex officio members:
    - Vice president of business and finance
- Duties
  - Acknowledge noteworthy events in the lives of all members of the college community.
  - Address issues pertaining to the health and wellness of employees.
  - Assist and advise the employee benefit & wellness educator concerning needs, budget, seminar topics, etc.
  - Make recommendations to the coordinator of human resources.
  - Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Section VI — Ad hoc committees

Conference committee for tenure recommendation (advisory committee)

- Membership
  - The tenure commission
  - Chief academic officer
  - One other administrator
- Duties
  - Make recommendations to the president on tenure eligible faculty members.
  - 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.
  - During the spring semester, the conference committee re-evaluates all procedures and forms and make recommendations for any changes to the faculty council.
  - Maintain the central file of all committee minutes. The location of the central file is determined by the chief academic officer.

Section VII — Meeting schedule

- All standing and institutional committees meet monthly.
- All ad hoc committee meetings are held when needed.
- The chairperson for each committee is responsible for calling all meetings in consultation with the appropriate administrator.
- A quorum is a simple majority of the committee members.
- Committees work in cooperation with the appropriate administrator.

Original: 4/01
Reviewed: 3/26, 5/26, 6/26, 08/26, 10/26
Revised: 9/04, 9/08, 2/09, 4/10, 7/10, 11/13, 9/20, 8/22, 1/24, 3/26, 5/26, 6/26, 08/26, 10/26