

Ways to get involved with the Academic Senate

Light Involvement

1. Volunteer to serve on Validation teams for Program Review

The time commitment varies, depending on the team, but on average, most teams meet two to three times. Each team chooses how they will meet, which may include teleconferences, email, or meeting in person. This is usually a four-week process taking place during fall semester.

Duties include

- reading the Program Review document,
- meeting with other team members to discuss the document,
- participating in writing the validation report, which seeks short responses to specific questions about the Program Review document.

2. Accept Senate appointments to governance committees

Successful shared governance assumes active faculty participation and the Senate strives to accommodate faculty desires for such participation. From time to time, the Senate will nominate faculty for appointment to various governance committees as Senate representatives. If you're asked to serve, consider agreeing. When we nominate people, we consider who would be the best candidate to serve on a particular committee, so it is an honor to be nominated. If we cannot accommodate your first choice, we will work hard to find another appropriate appointment.

The time commitment is simply to attend the meetings of the committee. Sometimes, there is also some "homework" which might consist of reading documents or researching a topic.

Medium Involvement

3. Serve on Senate task forces

The time commitment on task forces may be higher than that of governance committees (your task force may meet once a week, for example), but these are for specified amounts of time and often only last two semesters, so it's a short-term commitment.

Task forces are usually smaller than committees so you have a chance to get to know your colleagues more thoroughly. Task forces are charged with a specific goal which they research and discuss. The final task of the task force is to report back to the Senate, which is done through a specific task force report form that's easily filled out. The greatest benefit of serving on task forces is you can choose a specific one on a topic of personal or professional interest to you. There's always lots of variety. Task force openings are advertised to faculty usually during fall semester.

More Time-Intensive Involvement

4. Accept Senate appointments to hiring committees

The Senate regularly nominates faculty for appointment to hiring committees as Senate representatives. If you're asked to serve, consider agreeing. When we nominate people, we consider who would be a valuable contributor to that hiring committee. You will have the honor of helping to hire colleagues and will likely learn something about other disciplines/departments on campus.

The time commitment can be heavy, particularly in disciplines that receive a large number of applications. However, hiring committees rarely last more than a semester, so they're time-intensive for a limited amount of time.

5. Become a Senator

You can either serve as Senator for your division (terms last for three years) or run for Senator-At-Large (terms last either two or three years).

The time commitment requires attending two meetings a month (first and third Thursday) from 1:15-3:00pm. However, you also receive a packet before each meeting that includes various documents you need to read before the meeting so you're prepared to discuss the issues. If you're a Senator representing a division, you also need to report back to your division (either through written reports or at the division meetings).

Duties for Senators may also include volunteering to serve on and/or chair task forces and committees.

Most Time-Intensive Involvement

6. Get elected to Senate Executive

The time commitment requires attending the regular Senate meetings on the first and third Thursdays as well as Senate Executive meetings on the second and fourth Thursdays. Senate Exec meetings are also scheduled from 1:15-3:00, although sometimes they may last longer if there are certain things that must be accomplished. In addition, depending on what position you hold, there may be other duties you must do outside the meetings. Some of the positions require more work (such as First Vice President, Second Vice President, and President). Each officer gets some release time and the amount of release is divided up by the officers themselves at the beginning of each year. The President usually gets 60% release time. The positions are as follows:

President – This is a four-year term:

- 1st year as **President-Elect**. The President Elect shadows the current President to learn the position.
- 2nd and 3rd year as **President**. The President sits on various committees, including the Board of Trustees. S/he is responsible for communicating with the campus community, creating agendas, keeping track of all Senate business, attending two Statewide Senate Plenary sessions a year, etc.
- 4th year as **Past President**. The Past President serves on Senate Executive as a resource person.

First Vice-President – The First VP also sits on various committees. S/he is responsible for minimum qualifications and FSAs, among other things.

Second Vice-President – The Second VP coordinates all task forces and is the liaison for adjunct faculty.

Secretary – The Secretary takes minutes at meetings. The Secretary also spends time before and after Senate meetings to prepare the minutes template and to edit and proofread the minutes.

Treasurer – The Treasurer keeps the Senate's budget and provides reports.

Budget Representative – This is an appointed position. S/he attends Senate and Senate Executive meetings and represents the Senate at the budget table. The Budget Representative also oversees the Senate's Budget Advisory Committee, which looks at PFE grant proposals, among other things.

MORE QUESTIONS?

Contact any Senate Executive Officer
