Faculty Senate Proposal: Faculty Governance Selection/Election Process

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INTRODUCTION

Currently, Ohlone College has no consistent, clear, or regulated process for selecting faculty to serve on Faculty Senate or College Council. Given the integral, unique, and legally-mandated role of faculty in shared governance in California Community Colleges established in Title V, and the desire for faculty representation to be governed by inclusive, transparent policies, leaders of both bodies deemed the creation of such a process as a priority at the close of Spring 2019. In Fall 2019, a Faculty Senate task force began a detailed endeavor of research and discussion to design a new process. This proposal seeks to create a transparent and democratic process that supports faculty participation in shared governance.

Below is the proposal of that task force to Faculty Senate, including the structure of representation and the member selection process. This proposal may necessitate additions or changes in the bylaws of Faculty Senate and/or College Council. The task force recommends that Faculty Senate, as the body charged with appointing faculty to these two groups, approve this proposal.

STRUCTURE OF REPRESENTATION

Faculty Senate

- The full-time faculty of each division\(^{1}\) must select TWO full-time faculty representatives to serve on Faculty Senate. Each division has the option to select ONE ADDITIONAL full-time faculty representative to serve on Faculty Senate (bringing their division’s total representation to THREE). Each division will therefore have a minimum of two and a maximum of three full-time faculty representatives on Faculty Senate. Each full-time faculty representative will serve a two-year term. If a faculty member resigns their position as representative, it will trigger the process described below in the following semester.
- The part-time faculty will select ONE part-time faculty member to serve on Faculty Senate. The part-time faculty representative will serve a two-year term and receive compensation per Faculty Senate Bylaws.
- Using the above mentioned guidelines and taking into account the current number of divisions as of Fall 2018 (8), Faculty Senate will have a minimum membership of seventeen and a maximum membership of 25.
- The Faculty Senate must approve all selected faculty representatives through a confirmation vote held during a senate meeting following nomination.

College Council

- The Faculty Senate must appoint six full-time faculty representatives and one part-time faculty representative to serve alongside the Faculty Senate President and College Council Co-Chair (if a faculty member) on College Council. Each faculty

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\(^{1}\) In this document, “division” refers to both academic divisions as well as the counseling division.
representative will serve a two-year term and can renew that term as per bylaws. If a faculty member resigns their position as representative, it will trigger the process described below in the following semester.

- As of Fall 2019, Ohlone College has eight divisions, but College Council allows for only six full-time faculty members serving as representatives. As such, equal representation from each division is impossible and two divisions will not have representation on College Council at any given time. Faculty members of College Council represent Faculty Senate and the members should come from a range of divisions. To ensure perspectives of different divisions can be heard, divisions without representatives will be allowed to select a representative in a rotation format when a vacancy occurs. For example, if Social Sciences and Science, Math, and Engineering do not currently have full-time faculty representatives on College Council, those divisions will choose a representative to serve next when vacancies occur. The order of this rotation will be maintained by the College Council Co-Chairs and the Faculty Senate President.

- The part-time faculty representative can come from any division. Their service will not impact the above-mentioned rotation.

**MEMBER SELECTION PROCESS TIMELINE**

**November**

- Members of each body who are completing their terms at the end of the academic year must notify either the President (Faculty Senate) or the Co-Chairs (College Council) in writing by the first meeting date in November. This information is also maintained in each body’s published membership list, which will note when each individual member’s term expires.
- If members with expiring terms wish to serve another term, they must submit their names for consideration again during the selection process in their division as per the respective bylaws of each body.
- The Co-Chairs of College Council will notify the Faculty Senate President of anticipated vacancies in faculty representation and which division(s) may nominate representative(s) following the established rotation. The President will notify full-time faculty and/or part-time faculty about vacancies for the coming academic year by email sent to the faculty email list(s).
- Leaders of each group will notify their respective bodies at this time if their term, as established by the Faculty Senate or College Council bylaws, will be complete by the end of the academic year.
- If open positions exist, the Faculty Senate President and/or the College Council Co-Chairs will share the job descriptions (member and/or leadership) with all faculty by email with the goal of promoting opportunities to serve. These job descriptions should be reviewed at this time to ensure accuracy and alignment with current practice and bylaws. This information should be sent no later than the Thanksgiving break.

**January**

- In division meetings during Learning College Week, full-time faculty in divisions with vacancies in Faculty Senate and/or divisions empowered to nominate representatives by the rotation for College Council will hold caucuses to nominate their representatives, facilitated by the outgoing representative(s). Each caucus will
be facilitated exclusively by full-time faculty. Important note: During the spring, division meetings should take place on Fridays to ensure full participation of full-time faculty. The Faculty Senate President and College Council Co-Chair should make this request formally in the fall each year to the VPAS and the VPHR to ensure this takes place.

- At each division meeting holding a caucus, a record of service by faculty in each division for both Faculty Senate and College Council will be distributed along with the Faculty Senate Committee structure (established in Spring 2018).
- Within this caucus format, full-time faculty within each division will determine the specific selection procedures that best serve their needs. Only full-time faculty may participate in the selection process of full-time faculty nominees to either Faculty Senate or College Council.
- Part-time faculty will submit nominees for positions in each body with vacancies to the Faculty Senate Secretary by Fixed Flex Friday. Part-time faculty will vote at the close of week one of the spring semester to select their nominee(s).
- Full-time and part-time nominees to each body must be sent forward to Faculty Senate in writing no later than the last day of January by the outgoing representative (this should be in an email to Faculty Senate President). Once received, Faculty Senate will then vote to appoint these nominees to each body and notify leaders of each body of their new members for the coming academic year. The Faculty Senate President will formally notify deans in each division of the selected members to ensure support for scheduling and other matters.

March
- If vacancies exist in leadership positions for either Faculty Senate or College Council for the coming academic year, each body will select from their members to fill these positions. This selection process must be clearly documented in the bylaws of each body, must conform to college/board policies and legal statutes, and must be transparent and democratic.

August
- Each body will hold an orientation for new members/officers during Learning College Week. This orientation will explain roles and responsibilities of each body, processes, board policy, and in the case of Faculty Senate, the appropriate sections of state law (Title V) including, but not limited to, 10+1. This orientation will be facilitated by the President of Faculty Senate and Co-Chair of College Council.
- New members will also be mentored by a returning member for the duration of their first semester of service.

CLOSING

The task force acknowledges that the process outlined in this proposal will necessitate adaptation from past practice, take time, and require some training. However, the task force hopes that the development and enactment of such transparent processes in the selection of Faculty Senate and College Council representatives will inspire all constituent bodies at Ohlone College to develop their own documented processes that ensure equity and inclusion in representation and decision-making practices.