

# Academic Senate Grossmont College

Monday, February 3, 2014  
11:00am – 12:20pm in Griffin Gate

## I. CALL TO ORDER

- A. **Public Comment – *Each speaker will be given a maximum of 4 minutes to address the senate about a non-agendized item or items, with a maximum of 15 minutes allowed for public comment. The senate may vote to extend public comment at any meeting. Please contact the senate secretary before the meeting when wishing to speak at public comment. The senate welcomes all speakers to participate in the discussion on agendized items.***
- B. **Approval of Agenda**
- C. **Approval of Minutes of December 2, 2013**

## II. PRESIDENT'S REPORT

25 minutes

**Thank you: Denise Schulmeyer & Paul Turounet; Introduction of Victoria Kerba Miller, Doug Hersh, and Lorena Ruggero; Website update, Reports from GC Planning & Resources & District**

## III. COMMITTEES

## IV. ACTION ITEMS

55 minutes

- A. **Distinguished Faculty and other Awards Processes (Attachment A)**
- B. **Adjunct Rank Proposal (Attachment B)**
- C. **ACCJC Resolution Draft from CFT – See suggestions for changes From Senate Officers (Attachment C)**

## V. INFORMATION ITEMS\*

**None.**

**\*The Academic Senate may move information items to action upon a 2/3 vote.**

{Section 5. Quorum

"A simple majority of Senators including Senator designees recognized by the Chair at the openings of meetings shall constitute a quorum. Senator positions not filled by departments will not be included in quorum determination." Average number of senators attending the first three Senate meetings, Fall, 2011: 54}

## Attachment A (Action item 2-3-14)

### PROPOSAL TO MODIFY THE DISTINGUISHED FACULTY AWARD PROCESS TO INCLUDE AN AWARD FOR PART-TIME FACULTY

Background: The Distinguished Faculty Award Nomination packet states, "It is an essential part of academic life to identify, encourage and reward excellence among the faculty. With respect to this end, Grossmont College will present an Annual Distinguished Faculty Award to a superior faculty member, selected by peers and publicly acclaimed."

The Academic Senate's Part-Time Faculty Committee recommends an award to be given annually to a part-time faculty member who has a distinguished record of service "above and beyond."

- The criteria should be equitable and parallel to that of the full-time award, and the PTFC recommends that the same criteria be used for nominations with one addition: **amend the application to state that for part-time faculty, in lieu of tenure, the applicant must have worked a minimum of 10 semesters at Grossmont College;** amend the first question to include how the nominee "contributed to the teaching or service excellence in his/her department."
- Upon review, the Senate Officers Committee agreed this is a fine addition to the form for all nominees, since there is no mention of teaching/student service excellence in the nomination questions, despite the fact that Section III(a) of the nomination Criteria is "each recipient will also show a sustained commitment to excellence: (a) in teaching, or in the performance of other assigned duties."
- PROCESS: Solicit nominations each Spring for both full- and part-time faculty members, and the Committee will select two recipients each year: one full-time, one part-time. Modify the Distinguished Faculty Award Committee membership as follows:
  - 5 faculty, one from each division as stated in the Nomination Packet
  - 1 at-large member
  - At least 2 members must be full-time; at least 2 members must be part-time
  - Facilitated by the Senate Vice President, who will be the tie breaker if necessary.

### PROPOSAL FOR NOMINATING GROSSMONT FACULTY FOR OUTSTANDING SERVICE AWARDS BEYOND THE COLLEGE

- Grossmont's current Distinguished Faculty members will become nominees for similar awards beyond the College. If, like the ASCCC Hayward Award, full-time or part-time members are only awarded every other year, then the Distinguished Faculty Committee will decide the best candidate of the two years under consideration (e.g., the current Distinguished Faculty member and the individual from the previous year).
- In the meantime, for the December 23, 2013 Hayward Award deadline: we do not have a part-time Distinguished Faculty Awardee. Since Grossmont's region this year submits a part-time faculty candidate: Put out an all-call for nominations for the Hayward award ASAP to be sent to the Senate President. To ensure an adequate pool of nominees, also to be considered are the part-time faculty who received outstanding teaching awards last Spring, 2013. Convene an ad-hoc committee consisting of the Part-Time Faculty Committee and the Senate Officers (or

as many of those two groups who are available to serve) to review nominations and decide on a college nominee to send forward.

## **Nomination Form For the Distinguished Faculty Award**

For the nominator, please consult with the nominee and other faculty members, and respond to the following three questions below. The **deadline** for completion and submission to **Jeff Lehman, chair of campus selection committee** is \_\_\_\_\_. Attach a copy of nominee's up-to-date, complete curriculum vitae if available; it will be helpful to the Campus Selection Committee in their deliberations to select a recipient of the award.

Name of Nominee: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Please provide answers to each of the following questions (there is no word limit on this section).

**1. In what way/s has the nominee contributed to excellence with respect to his/her profession and discipline?**

This could be articles in refereed journals or other publications, the acquisition of grants, awards, or perhaps the development of innovative and recognized programs. **It could also be ways in which the nominee has contributed to the teaching or service excellence of his/her department.** The emphasis here is on scholarly activity.

**2. In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?**

Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.

**3. In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?**

The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in nominee's area of expertise, or donating time to service groups as a college representative.

\_\_\_\_\_  
First Nominator (please print or type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Brief supporting statement by second nominator (please keep to 250 words or less).**

\_\_\_\_\_  
Second Nominator (please print or type)

**Brief supporting statement by third nominator (please keep to 250 words or less).**

\_\_\_\_\_  
Third Nominator (please print or type)

**Verification:** Nominee is a full-time tenured faculty member who has received an overall rating of 3.5 or higher on two consecutive Evaluation Summaries.

Year of the evaluations: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator providing verification:  
(Please print or type)

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

# Grossmont College Distinguished Faculty Award

## I. Statement of Purpose

It is an essential part of academic life to identify, encourage and reward excellence among the faculty. **With respect To** this end, Grossmont College will present an Annual Distinguished Faculty Award **to a full-time and a part-time superior faculty member (a tie in either category is acceptable) who meet the criteria and are** selected by peers and publicly acclaimed.

## II. Eligibility

All full-time, tenured faculty members **and part-time faculty who have worked a minimum of ten semesters at Grossmont College** are eligible to receive the award. Classroom and non-classroom faculty will be eligible by the process described below.

## III. Criteria

The recipient of the Annual Distinguished Faculty Award should represent the very best our profession has to offer. Each recipient, in addition to fulfilling all of the job requirements of a full-time faculty member, must also go beyond these duties. Furthermore, each recipient will also show a sustained commitment to excellence:

- (a) in teaching, or in the performance of other assigned duties;
- (b) as a faculty member who has contributed to his/her discipline;
- (c) through an active and involved role in campus affairs; and
- (d) by involvement in the community as a representative of the college.

## IV. The Award

The announcement of the award shall be made at the general faculty meeting during the Fall Professional Development Week. A medallion appropriate to the occasion will be inscribed and presented at that time. The recipient of the award will also receive a stipend of \$500. A letter noting the award shall be signed by the President and forwarded to the Personnel Office for inclusion in the recipient's file. The recipient may be introduced to the Governing Board for recognition by mutual agreement of the recipient and the President.

## V. Procedure and Decision Rules for Selection

**Section 1** - Annually (and by a timeline determined annually by Senate Officer Committee), any faculty member may initiate nomination of any full-time tenured faculty member by submitting his/her name to the respective dean/director of the nominee. This nomination shall be made with respect to the criteria in Part III above.

**Section 2** - The Dean/Director will review the nominee's two most recent evaluations to validate the nominee's commitment to excellence in the classroom or in the carrying out of other assigned duties. More specifically, on the nominees' Evaluation Summary, the overall rating must be 3.5 or higher on two consecutive evaluations. If the nominee's evaluation is based on the forms in use prior to 1991-92, the overall ratings must be 75% excellent.

**Section 3** - Upon verification of excellence in performing assigned duties by the Dean/Director, the nominator shall submit a nomination form with responses to the three questions below (the nominator may also attach a curriculum vitae).

1. **In what way/s has the nominee contributed to excellence with respect to his/her discipline?** This could be articles in refereed, journals or other publications; the acquisition of grants, awards; or perhaps the development of innovative and recognized programs. **It**

could also be ways in which the nominee has contributed to the teaching or service excellence of his/her department. The emphasis here is on scholarly activity.

2. **In what way/s has the nominee contributed to excellence with respect to Grossmont College and its affairs?** Here the emphasis is on involvement and action beyond the classroom or other assigned duties. Activities in this category might be chairing an important campus committee, involvement as a faculty advisor to a student group, serving as department chair or coordinator, serving in the Academic Senate, or perhaps spending time on labor issues or negotiations.
3. **In what way/s has the nominee contributed to excellence in the community as a representative of Grossmont College?** The emphasis here is not so much on involvement as an individual, but as a faculty member who brings some skill to solving a problem. Examples might be off-campus speaking engagements, consulting in area of expertise, or by donating time to service groups as a college representative.

**Section 4** – The nominator will submit the official nomination form, with all required signatures and supporting statements to the Campus Selection Committee by the appropriate due date. If possible, curriculum vitae should also be included.

**Section 5** - For the purpose of selection, faculty in the L.R.C., Counseling, and Special Services shall be considered as a single "division" described in section 5 above. The Vice-President of Student Services shall assume the duties of the Division Dean.

**Section 6** - The Academic Senate shall annually form a Campus Selection Committee (CSC). The CSC shall include the President of the Senate (or designee), who will act as a non-voting chair, and one faculty member from each division, including one faculty member from the "division" described in Section 6 above. This slate shall be presented to the Senate as the CSC.

**Section 7** - The Campus Selection Committee is to review the nominations and select the single recipient for the award. The finalist who receives the largest number of votes shall be the Distinguished Faculty.

**Section 8** - The name of the Distinguished Faculty shall not be made public but will be forwarded to the Academic Senate President who will notify the college president, awardee and the other finalists.

#### **VI. Concerning Year-long Recognition:**

- The Distinguished Faculty person from the previous year shall be present (if possible) and play a role in recognizing the current recipient during the president's address of Fall Professional Development Week.
- During the Spring Recognition, the Academic Senate President or designee will have an opportunity to commend the recipient.
- The recipient shall serve as an ambassador for the college.
- A photograph of the recipient shall be displayed in the Learning Resources Center and recognized in suitable media.
- The recipient's name shall be posted in the commencement printed program, and he/she shall have special seating at Commencement.
- Monetary Awards:
  - The College President will assume the responsibility of seeking the funding for the stipend.
  - The check will either be made out to the recipient of the award or to another group, charity, or department if the recipient so designates.

## **VII. Review and Approval of Process**

This process has been reviewed and approved by the President of Grossmont College and its Academic Senate.

## **Attachment B (Action item 2-3-14)**

### **ACADEMIC RANK POLICY FOR ADJUNCT FACULTY**

DRAFT (November 20, 2013)

Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank

#### **XI-A. ACADEMIC RANK POLICY FOR ADJUNCT FACULTY**

*This Policy Pertains SOLELY to Adjunct Faculty Affiliated with Grossmont College through the Grossmont College Academic Senate.*

#### **ARTICLE I – Non-compensation**

Faculty who work less than a full-time contract at Grossmont College will be designated Adjunct Instructor, Librarian, Counselor or Learning Specialist as appropriate. The awarding of adjunct academic rank shall not result in any change in the salary schedule or in the position which the faculty member occupies on that schedule. Any attempt to affect such a change shall result in revocation of Grossmont College's Academic Senate sponsorship of this plan. Adjunct rank will not follow a person should they attain a tenure-track position in the District.

#### **ARTICLE II – Designations**

- A. Adjunct Professor: Twenty semesters employed as a Grossmont College faculty member and fulfilling at least two of the criteria listed in Article III to include one from each criteria A and B.
- B. Adjunct Associate Professor: Twelve semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- C. Adjunct Assistant Professor: Eight semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.

#### **ARTICLE III – Criteria**

##### **A. Criterion One – Professional Achievement**

1. Possession of an earned doctorate from an accredited institution.
2. Initiated and played a major role in the implementation of an educational program recognized by the Academic Rank Committee (ARC) as a significant benefit to students.
3. Made significant contributions to the community's cultural enrichment through personal achievements in the performing, literary and/or visual arts.
4. Authored or co-authored a referred text or research article, or computer software in petitioner's subject specialty recognized by the ARC as significant.



5. Made presentations at professional conferences or meetings recognized by the ARC as academically significant to petitioner's discipline.
6. Obtained outside funding or grants to enhance the college's teaching, research, and/or educational resources.
7. Other professional achievement recognized by the ARC as at least equal in significance to any of the above.

### **B. Criterion Two – College Service**

1. Served at least four semesters as a coordinator or served at least four semesters as a member of the Academic Senate or Academic Senate Part-Time Faculty Committee.
2. Served at least two semesters on any major college or District committee (e.g., Curriculum, Program Review, Professional Development, Planning & Resources, Basic Skills, Institutional Excellence, Part-Time Faculty Committee) within the past five years.
3. Served at least six semesters on any combination of college or district committees within the past five years not covered by the previous criterion.
4. Chaired a major committee within the past five years for a period of at least two semesters.
5. Other college service that the ARC deems to be at least equal in significance to any of the above.

## **ARTICLE IV - Procedures**

### **A. Application Process**

1. Obtain an Academic Rank Petition form from Forms Depot.
2. Complete the petition and attach applicable supporting materials.
3. Obtain the appropriate Dean/Director's verification of satisfactory or better scores on the two most recent evaluations.
4. Submit the completed petition to the President of Academic Senate or the Chair of Academic Rank Committee.

### **B. Approval Process**

1. The Academic Rank Committee consists of four members elected by the Academic Senate.
2. Decisions of the Academic Rank Committee must be unanimous.
3. Petitions will be rejected only for failure to meet the criteria.
4. Petitioners who do not receive a unanimous vote will receive a written explanation.
5. The Chair of the Academic Rank Committee will submit recommendations for rank to the President of the Academic Senate.
6. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.

7. A Certificate of Rank will be granted by the Academic Senate.
8. The Academic Senate will forward in an annual report the names of faculty approved for academic rank to the college President for publication and dissemination.

### **C. Conciliation Process**

1. An unsuccessful petitioner is entitled to meet with the Academic Rank Committee if he/she feels that, through violation of the procedure or misinterpretation of the criteria or of the petition, the Academic Rank Committee is in error.
2. The petitioner will request that the Chair of the Academic Rank Committee convene the Committee to hear the petitioner.
3. The Academic Rank Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.

### **D. Appeal Process**

1. If no resolution is possible at the conciliation level, the petitioner will present written details of the appeal along with a copy of his/her original application for rank to the Collegial Mediation Committee.
2. The petitioner will notify the Academic Rank Committee in writing that an appeal has been presented to the Collegial Mediation Committee.
3. The Professional Relations Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
4. The College Mediation Committee will forward a written response to the petitioner with a copy to the Academic Rank Committee.

### **ARTICLE V – Publication of Academic Rank**

Each person who is awarded academic rank will be accorded the benefits and recognition of rank. A Certificate of Rank, signed by the President of Grossmont College, the President of the Academic Senate and the Chancellor, will be presented to the Adjunct faculty member.