



**Academic Senate Part-Time Faculty Committee**  
**Monday, October 27, 2014**  
**11:00am – 12:20pm in 70-066**  
**AGENDA**

- I. Welcome and Introductions – Michael Lambe
- II. Meet A.S. Presidential Candidates Tate Hurvitz & Cary Willard
- III. Finalize Plans for Spring Part-Time Staff Development Workshop
- IV. Guidelines for Elections – Michael Lambe (Attachment A)
- V. Student Success Initiatives & Enrollment Strategies – Sue Gonda
- VI. Academic Senate Part-Time Faculty Caucus on November 14, Irvine CA (Attachment B) [Event Link](#).

**Next PTFC Meeting: Monday, November 24, 2014 in 70-066**

## **Guidelines for Election of Part-Time Senators and Department Representatives**

### **PART-TIME DIVISION SENATORS**

Term of Office: 1 year (Fall/Spring Semester)

#### **AUGUST**

Three weeks prior to Professional Development Week, the Academic Senate President (ASP) will post an email to all Department Chairs, asking them to advertise to all adjuncts in their respective departments the position of Part-Time Division Senator. The email will include a description of the position and a schedule of meetings. All names of volunteers as well as department/division information on interested part-timers willing to run must be sent to ASP by the week prior to Professional Development Week.

The Academic Senate Administrative Assistant (ASAA) will create ballots for each division, to include the names of those forwarded by the department chairs or the part-time faculty themselves, as well as a space for a “write in”. Ballots will be delivered to the Administrative Assistants of each Division.

Deans will place the election of the Part-Time Senator on the Division Meeting agenda for each Fall Flex Week meeting, at a time that will capture the greatest number of part-time voters – preferably in the middle of the agenda. This will allow time for votes to be tallied and the winner to be announced at the end of the meeting. Only Part-Time faculty vote for their Division representative to the Senate.

An Academic Senate Officer or designee will carry out the election. Results are to be sent to the ASP/ASAA as soon as possible.

The ASP will notify both those who were not elected and the elected Senators and welcome them to the Senate.

**PART-TIME FACULTY COMMITTEE DEPARTMENT REPRESENTATIVES**

Term of Office: 1 year (Fall/Spring Semester)

**AUGUST**

Three weeks prior to Professional Development Week, the Academic Senate President (ASP) will post an email to all Department Chairs, asking them to advertise to all adjuncts in their department the position of Part-Time Department Representative to the Academic Senate Part-Time Faculty Committee. The email will include a description of the position and a schedule of meetings.

The department chair will send out a message for volunteers prior to the beginning of Professional Development Week. The election is to be conducted in a democratic manner. If only one person volunteers, that person will be the representative by default. If there is more than one name, the department chair will notify all the part-time instructors and allow them to vote by email for the person they want to represent them. The department chair will be responsible for tallying the votes and notifying the department of the winner.

**REPLACEMENT OF DIVISION AND/OR DEPARTMENT REPRESENTATIVES.**

Due to schedule changes, change of jobs, full-time employment, etc., it will be necessary at times to find a replacement.

When a vacancy becomes known, the ASP and the Chair of the ASPTFC will reach out to the division or department and seek a replacement to serve out the term of the individual who has vacated the position. The Dean or Department Chair may nominate an individual, and if there is only one volunteer, then that individual will be the representative by default. If there is more than one volunteer, an email election by part-time faculty in the division or department will determine the representative for the remainder of the term of office.

# **State Senate Resolution**

## **Establish A Part-Time Representative Seat On The Executive Committee**

WHEREAS the State Academic Senate represents ALL FACULTY currently teaching in our California Community colleges, serving as the voice of ALL FACULTY in academic and professional matters;

WHEREAS the State Academic Senate strengthens and supports all local California community colleges academic senates, many of which currently have associate faculty designated seats and/or representatives, and supports diversity and equal opportunity for all faculty;

WHEREAS part-time faculty comprises a majority of academic faculty in the California community college system and simple democracy would dictate that the majority retain some degree of permanent representation;

WHEREAS part-time faculty retains some very specific viewpoints and knowledge within the California community college system, viewpoints and knowledge that should be included in the governance structure for the healthy functioning of said system;

WHEREAS the present qualifications for Executive Committee members and the lack of financial assistance for part time faculty to attend plenary sessions makes eligibility for candidacy unlikely and equally unlikely under the present ASCCCC executive committee's present bylaws:

RESOLVED that the Academic Senate (ASCCC) Executive Committee amend their bylaws and submit the same to the Spring 2015 Plenary for ratification to establish a permanent, designated seat on the Executive Committee to be filled specifically and exclusively by part-time faculty.