

**Procedure Title:** Faculty Committee Assignments and Institutional Service  
**Procedure Number:** 05-2023-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Chief Academic Officer  
**Position responsible for updating:** Dean of Learning & Academic Engagement  
**Original Date:** 06/13/23  
**Date Approved by College Planning Council:** 06/13/23  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:** 06/15/23      **Reviewed:**      **Revised:**

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**Purpose/Principle/Definitions:**

Faculty duties and responsibilities include service to the college, often in the form of committee work. Several standing and ad hoc committees are formed over the course of the year and are necessary to ensure the smooth transitioning between terms and student support.

**Guidelines:**

- Membership to governance committees will include a faculty member from a relevant community:
  - The faculty lead of Curriculum and Department chairs will sit on the College Planning Council (CPC).
  - A faculty member from Applied Technology will serve on the Technology Committee.
  - A faculty member from Arts and Communications will serve on the Diversity, Equity and Inclusion (DEI) committee.
  - A faculty member from Business will serve on the Planning & Accreditation Committee.
  - A faculty member from STEM will serve on the Integrated Resources Committee (IRC).
  - A faculty member from Agriculture, Diesel, and Welding or Healthcare will serve on the Facilities Committee.
  - A faculty member from Social Science will serve on the Student's First Committee.

- Each governance committee also has a second voting seat available for the faculty at large to elect participation in.
  - Sign-up sheets for all standing committees will be provided at the Fall Pre-service. These sign-up sheets will clearly state the current committee members, the number of seats available (for voting members), the meeting times, and whether that committee is a Governance Committee.
- Faculty members should anticipate serving on at least 1 committee a year, but no more than two Governance committees without the Chief Academic Officer's approval.
- Following pre-service an updated committee list will be provided to all faculty and posted to the faculty resource page.