

Academic Senate Grossmont College

Monday, March 16, 2015
11:00 – 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 Senate Minutes 3/2/15

II. PRESIDENT'S REPORT

30 minutes

Updates from committees and councils and the Chancellor's forum, including Enrollment Strategies, the Website Task Force, and more

III. COMMITTEES

IV. ACTION ITEMS

A. Academic Rank forms: Adjunct Rank and Emeritus Status (Attachment A & B) 15 minutes

V. INFORMATION ITEMS*

30 minutes

A. Senate Officer Election Timeline – Committee needed; Nominations open

Monday 3/30	Close Nominations
Friday 4/10	Candidate Statements Due
Monday 4/13	Sent Out Email Ballots
Friday 5/1	Voting Deadline

B. Online Updates – Janet Gelb

C. Curriculum and student objections (Attachment C)

D. Student attendance and Financial Aid – Michael Copenhaver

*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 C (Information Item C, 3-16-2015)

Suggestion for Syllabus Statement:

"The content of this class may sometimes be such that it conflicts with your personal opinions and/or beliefs. Moreover, artists often deal with controversial issues in their work. All class content will be discussed in a respectful and mature manner without any intention to cause or incite a hostile environment. All curriculum is based on the official Outline of Record for this course."

The petitioner has received a satisfactory or better score on the two most recent evaluations.

Signature

Dean: _____
Division

College

Return this form to the Chair of the Academic Rank Committee.

FOR COMMITTEE USE ONLY

Committee Response

Approved

Disapproved

Comments:

Chair, Academic Rank Committee

Date

Routing: Academic Rank Committee
Academic Senate
College President

Revised: June 2014

GROSSMONT COLLEGE ACADEMIC RANK POLICY FOR ADJUNCT FACULTY

Approved by the Grossmont College Academic Senate (date)

Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank. *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. Because this is a Senate (versus pay) title, the~~ awarding of adjunct academic rank shall not result in any change in the salary schedule nor in the position ~~which~~that 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 university or community college faculty member, at least 10 of which were at 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.
- ~~G.D.~~ Adjunct faculty who choose not to apply for academic rank will be designated as Adjunct Instructor, Counselor, or Learning Specialist as appropriate

ARTICLE III – Criteria

- A. Criterion One – Professional Achievement
Applicant should provide details to help the Academic Rank Committee (ARC) understand the significance of the Professional Achievement [e.g. copy of cultural enrichment program, for a refereed text or research article, the name of the publisher, ISBN, and date of publication, description of any referenced program, presentation, organization, etc. to provide context and explanation].
 - 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 refereed 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

Applicants should demonstrate consistent and continuous college service that helps the college function within the past five years.

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 within the past five years.
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, AFT Steering) 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 within the past five years [including major college or district committees not listed in number 2. e.g. Chair College Accreditation Committee (not subcommittee), club advisor for at least eight consecutive semesters, etc.].

ARTICLE IV - Procedures

A. Application Process

1. Obtain an Academic Rank Petition form from Academic Senate website.
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.~~
3. Submit the completed petition as instructed on the Senate website and in email instructions to the Chair of Academic Rank Committee on or before the deadline.
4. Appropriate Dean signature according to the timeline on the Senate website and in emailed instructions, will be obtained to verify satisfactory or better scores on the two most recent evaluations, after you have submitted your materials.

B. Approval Process

1. The Academic Rank Committee consists of five 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 issued by the Academic Senate at the College Recognition ceremony in May.
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 Collegial Mediation 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.

GROSSMONT-~~CUYAMACA~~ COMMUNITY COLLEGE DISTRICT

Grossmont College

Emeritus Policy

Emeritus recognition is an honor bestowed by the Grossmont-Cuyamaca Community College District on a faculty member following retirement from a career of meritorious service to the college. Emeritus status may be awarded posthumously.

Nomination for Emeritus status may be ~~sought on the honoree by~~ made through one of three ways:

- 1) an academic department/program faculty, or
- 2) the appropriate Dean/Vice President of the College, or
- 3) three or more tenured faculty colleagues.

The retiree seeking Emeritus rank shall be responsible for providing the Chair of the Academic Rank Committee by the annual deadline:

- three letters of recommendation for Emeritus status (including the nominating individual(s)),
- the completed nomination for Emeritus Status form, and
- any supporting documentation.

Upon recommendation of the Academic Rank Committee (ARC) and approval of the Academic Senate, the honor will be bestowed by the Chancellor and Governing Board in a public ceremony.

~~The person nominating the honoree or retiree seeking emeritus rank shall be responsible for providing the President of the Academic Senate with the completed nomination for Emeritus Status form and supporting documentation including three letters of recommending the honoree for Emeritus status. Upon recommendation of the Academic Rank Committee (ARC), and approval of the Academic Senate and Governing Board, the honor will be bestowed by the President of the College in a public ceremony such as convocation or the next commencement ceremony following approval.~~

Article I – Criteria

- A) Twenty (20) years of full-time service to the District.
- B) Rank of Professor attained before retirement.

~~C) At least four of the criteria listed below, to include at least one criterion from each category. College Service category must be satisfied within the 5 years preceding retirement.~~

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CRITERION ONE – PROFESSIONAL ACHIEVEMENT

Applicant should provide details to help the ARC understand the significance of the Professional Achievement [e.g. copy of cultural enrichment program, for a refereed text or research article the name of the publisher, ISBN, and date of publication, etc.]

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 refereed 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.

CRITERION TWO – COLLEGE SERVICE

Applicants should demonstrate consistent and continuous college service that helps the college function within the past **fiveeight years.**

1. Served at least two years as a department chair or coordinator or served at least two years as a member of the Academic Senate within the past **fiveeight** years.
2. Served at least two years on one or one year on two major college or district committee (e.g. General Education, Curriculum, District Load, Program Review, Learning Skills, United Faculty Steering, Professional Development, College Planning) within the past **fiveeight** years.
3. Served at last three years on any combination of college or district committees within the past **fiveeight** years not covered by the previous criterion.
4. Chaired a major committee within the past **fiveeight** years for a period of at least one year.
5. Other college service that the ARC deems to be at least equal in significance to any of the above within the past **fiveeight** years [including major college or district committees not listed in number 2. E.g. Chair College Accreditation Committee (not subcommittee), club advisor for at least four consecutive years, etc.].

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Article II – Application Process

The person(s) nominating the honoree:

- Obtains a Petition for Emeritus Status form from the [Grossmont College website](#)~~District~~ [Personnel Office](#).
- Completes the petition.
- Secures verification of years of service from [Employment Services](#) ~~the~~ District Personnel Office.

Article III – Approval Process

- A) Submit completed application to the President of the Academic Senate ~~or of the~~ Chair of the Academic Rank Committee.
- B) If the honoree does not hold the rank of Professor, application may not be considered.
- C) The procedures outlines in Section XI, Article IV, Subsection B, points 1 through 6 will be followed.
- ~~D)~~ Upon recommendation of the ARC and approval of the Academic Senate, the petition will be submitted to the College President for presentation of Governing Board action. The Governing Board will be the only entity which can confer Emeritus status.

Article IV – Procedures

- A. The Academic Rank Committee (ARC) consists of five members appointed by the Academic Senate Officers.
- B. Recommendations to approve Emeritus Status by the ARC will be by a super majority vote.
- C. Nominees who do not receive a super majority vote will receive a written explanation.
- D. The names of the nominees who meet all criteria will be forwarded to the president of the Academic Senate to present to the Senate for approval.
- E. Approval of the emeritus status shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
- F. The Academic Senate will forward in an annual report the names of faculty approved for emeritus status to the ~~College~~ ~~President~~ and to the Chancellor.

The ~~College~~ ~~President~~ will forward the names through normal channels to be placed on the Governing Board agenda.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Grossmont College

Nomination for Emeritus Status

Date: _____

To: Academic Senate, Grossmont College

Emeritus Status Nomination for: _____

-Department: _____

Nominated by:

MINIMUM REQUIREMENTS:

1. Years of faculty service to the District: (20 years minimum) _____
2. Rank of Full Professor (Year Awarded): _____
3. Recent service to the College during the last 8 years of employment, as reflected in Article IV –A & B (Attach confirming documentation)

Activity _____

Date _____

Return this form to the Chair of the Academic Rank Committee.

FOR COMMITTEE USE ONLY:

Confirmation of 20 years of service for Emeritus Status:

Director of Employment Services Date

The nominee has satisfied the requirements stated in Article I.

Division Dean Date

The nominee has satisfied all requirements and is recommended for Emeritus Status by the Academic Rank Committee.

Chair, Academic Rank Committee Date

Approved by the Academic Senate

Academic Senate President Date

Approved by the Governing Board

College President Date

Chancellor Date

Routing: Academic Senate

College President

Governing Board

Rev. 9-24-14/dsev/ljs

GROSSMONT / CUYAMACA COMMUNITY COLLEGE DISTRICT

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Application for Emeritus Status

From: _____ Department: _____

Comment [DV1]: Change to For:

Date: _____ I have been a full time faculty member for years.

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I submit the following evidence as satisfying the Professional Achievement requirements as stated in Article II.

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_____ Activity _____ Date

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I submit the following evidence as satisfying the College Service requirements as stated in Article II.

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Applicants Signature: _____ Date: _____

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Confirmation by Risk Management/Benefits of Years of Service for Emeritus Status _____

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The petitioner has satisfied the evaluation requirement stated under Article II.

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_____ Division Dean of of

Signature

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_____ Signature

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College
Committee Response Petition approved Petition disapproved for the following reason(s)

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Signature of Academic Rank Chair

Date

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Rev. 2/27/2015sg

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IMPORTANT INSTRUCTIONS FOR COMPLETING THIS APPLICATION

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Return Two Completed Copies to Risk Management/Benefits, GCCCD

(Please see Instructions on back)

1. You must list a minimum of four criteria total for both categories (Professional Achievement and College Service) combined.
2. You must list at least one criterion in each of the two categories.
3. Note the recency requirements for College Service category.

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EMERITUS CRITERIA FOR FACULTY

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Requirements for professor emeritus are: twenty years' service with the District rank of professor; one additional criterion from either of two categories of the professional rank criteria (professional achievement and college service). If the additional criterion is from the College Service category, it must have been satisfied within 8 years preceding retirement.

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The person nominating the honoree or the retiree seeking emeritus rank shall be responsible for providing the President of the Academic Senate with the completed nomination for Emeritus Status form and supporting documentation including three letters recommending the honoree for Emeritus status. The retiree seeking emeritus rank must fill out an application form and send it to the personnel office, Employment Services District Personnel Office for years of service verification. It should then be forwarded to the Academic Senate Rank Committee, who will determine eligibility and then present their findings to the Senate. Following Senate approval, the nomination should go to the appropriate college president for presentation to the Board.

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A. Professional Achievement (Article II, Academic Rank Policy)

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1. An earned doctorate from an accredited institution.
2. Initiated and completed an educational program or course on campus that is recognized as a significant benefit to our students.
3. Significant contributions to the community's cultural enrichment through personal achievements in the performing, literacy, and/or visual arts.
4. Authored or co-authored a text or published refereed or juried research articles in their subject specialty.
5. Other professional achievements which the Academic Rank Committee judge to be at least of equal significance to the above.

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~~B. College Service (Article II, Academic Rank Policy).~~

~~1. Served at least two (2) years as department chair/coordinator.~~

~~2. Served at least two (2) years as a member of the Academic Senate.~~

~~3. Served at least two (2) years as one (1) or two (2) major committees, (General Education, Curriculum, Load, Program Review, Learning Skills, AFT Steering (Professional Development) within 5 years preceding retirement.~~

~~4. Chaired a major committee within 5 years preceding retirement.~~

~~5. Other professional achievements which the Academic Rank Committee judge to be at least of equal significance to the above.~~

~~Rev. 09/09/14/ljs~~

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