

## **ACADEMIC SENATE FACULTY INTRADEPARTMENTAL RELATIONS**

### **COMMUNICATIONS**

- A. It is the responsibility of the department to make available in an accessible format (binder, mailbox, distribution, bulletin board posting, voice mail, e-mail, etc.) information regarding the department such as department policies, meeting agendas, etc.
- B. It is the responsibility of faculty members to:
  - 1. Keep informed of department events and issues.
  - 2. Keep informed of department/discipline meetings.
- C. It is the right of faculty members to:
  - 1. Be included in all department/discipline meetings.
  - 2. Place items on the agenda.
  - 3. Express opinions freely on all matters that arise in meetings and in collegial conversations.
  - 4. Vote on issues before the department according to District policy, Department Policy and the Contract.
  - 5. Vote to elect/recall a department chair (Contract 13.03B-all faculty with 40% load or greater).

### **COLLEGE SERVICE & PROFESSIONAL DEVELOPMENT**

- A. It is the responsibility of the department to:
  - 1. Support equitable distribution of Department Activities Funds per department policy.
  - 2. Inform faculty concerning moneys available through the Department Activities Fund to attend department meetings, to serve on curriculum committees and other department activities and committees.
  - 3. Support appointment on District-wide committees.
  - 4. Make information available to adjunct faculty concerning supplemental funds for district-wide service, special projects, and serving on faculty evaluation committees through the Adjunct Faculty District Activities Fund AFDAF).
  - 5. Support applications for Staff Development Funds.

6. Make information available and support applications for Faculty Technology Training Fund.
  7. Inform faculty of their periodic evaluations and provide in a timely fashion a copy of the department evaluation policies and rotation list, copies of DREC-approved forms, and relevant sections of Contract Article 14.
  8. Include consenting adjunct faculty on the evaluation rotation list, when approved as department policy by a vote of the majority of a department's contract and adjunct faculty (Contract Article 14A.06 A1 Adjunct Faculty Participation and Compensation).
- B. It is the responsibility of faculty members to keep current and respond to the information made available by the department and the district regarding Department and District Service, Faculty Technology Training, and Professional Development issues, programs, and application procedures.
- C. It is the right of faculty members to:
1. Serve on any department or district committee, unless limited by written policy of the Department, College, District or the Contract.
  2. Participate fully in all college programs and governance, as both faculty member/ participant and faculty leader.

## **HOURLY ASSIGNMENTS & DEPARTMENT POLICIES**

- A. It is the responsibility of the department to:
1. Make department policies and procedures available in an accessible format as specified in "Communications #A1."
  2. Encourage opportunities for all faculty to express their opinions.
  3. Ensure that the department's policies and procedures are being followed.
- B. It is the responsibility of faculty members to:
1. Keep informed of the hourly assignment procedures in Contract Article 16.
  2. Keep informed of the hourly assignment procedures of the department.
  3. Keep informed of changes in a department's policies and procedures.
- C. It is the right of all faculty members, contract and adjunct to participate in discussion and to vote on the department's hourly assignment policy and procedures (Contract Article 16.03).

## SUPPORT/FACILITIES/EQUIPMENT

A. It is the responsibility of the department to:

1. Offer an orientation concerning all information/services provided by the department/service center at each faculty member's initial hiring.
2. Provide information/services from the department/service center upon request.
3. Provide a mailbox in the department office or service center.
4. Provide information and support for campus voice mail extension and a campus e-mail/internet (Outlook) address/account.
5. Advocate for and try to provide office space for all faculty to work and to counsel students.
6. Support access to a department computer and printer.
7. Support access to services, equipment, and supplies provided by the service center/ department office.
8. Assist in applying for an office key and service center key.
9. Communicate with all faculty regarding money available for support facilities and equipment.
10. Support the equitable distribution of reader services and instructional aides/lab assistants per department policy and available funds.

*Approved: November 7, 2001*