



Fine Arts/Social Sciences Division

Divisional Governance

**Fine Arts/Social Sciences
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**Approved by faculty
Yes: 24 No: 0
Date: 02/09/2016**

**FACULTY TRAVEL
FINE ARTS/SOCIAL SCIENCES DIVISION**

I. Purpose:

- A. The purpose of allocated divisional travel funds should be to encourage personal growth within professional organizations and to encourage participation in such activities which may have a contributory impact upon our community, state and nation.

II. A. Areas and Organizations

1. These funds may be used for attendance at and/or participation in state, regional, national, and international organizations.
2. Examples of professional organizations for which funds could be allocated are state, regional, national, and international organizations of disciplines housed within the Fine Arts & Social Sciences Division.
3. Examples of activities for which funds could be allocated for participation and/or observations are community action, urban problems, educational trends, etc.
4. Excluded are requests for funds to attend State Department of Education meetings or other such meetings when the staff member has been appointed or designated by the administration. Administrative budget travel funds are available for these meetings.

B. Eligibility, Priorities, and Limitations for the Use of Funds

The following procedure shall be followed in the disbursement of Divisional Travel Funds: with all travel being completed by June 30 of the fiscal year.

Tier 1

- Open to all Full-Time faculty in the Fine Arts & Social Sciences Division, excepting first-year probationary faculty, Temporary Full-Time faculty, and non-sabbatical faculty on leave;
- Initial reimbursement cap is set at \$600;
- Application deadline is May 30 of the given fiscal year (or the first work day following in the calendar); one must submit either the completed Travel Request Form, submit for approval the estimated portion of the Travel Request Form, or give written notice of one's intent to use division travel funds, to the division office by this date.

Tier 2

- Open to all Part-Time faculty in the Fine Arts & Social Sciences Division, including Part-Time faculty who have been given Temporary Full Time status;

- Reimbursement cap is set at \$600, in proportion to full-time load based on the semester travel was taken, subject to the availabilities of funds after Tier 1;
- One must submit the Travel Request Form to the division by May 30 of the given fiscal year (or the first work day following in the calendar).

Tier 3

- Open to all Full-Time faculty in the Fine Arts & Social Sciences division, excepting first-year probationary faculty, Temporary Full-Time faculty, and non-sabbatical faculty on leave who request reimbursement for outstanding unpaid claims;
- The funds in Tier 3 are paid in proportion based upon the remaining travel funds available to the division. Requests will be ranked based upon remaining amounts outstanding. Requests of \$450.00 and under will be given priority and will be repaid first. Those individuals with requests over \$450.00 will receive a portion of any remaining division travel funds thereafter.
- Requests for Tier 3 funding may be made after June 1 of the fiscal year.
- All documentation, including receipts, are due to the division office by June 30 of the fiscal year (or the first work day following in the calendar).

Any unspent funds remaining after Tier 3 will be open to all faculty in the Fine Arts & Social Sciences Division. Such funds will be paid on a first-come, first-served basis, based on the order of the submission of the completed Travel Request Form. The estimated Travel Request Form must be submitted to the division office by June 1, and all receipts must be submitted to the division office by June 30 (or the first work day following in the calendar).

This policy applies to all travel fund requests as of date of approval by the college administration.

This policy is intended to conform to the provisions of the current Master Contract.

FACULTY INTERVIEW COMMITTEE

FINE ARTS/SOCIAL SCIENCES DIVISION

- I. Full-time faculty in the discipline for which a search is being conducted will nominate and elect two Continuing Full-time Status faculty from that discipline to serve for the duration of a given search. For example, if the College is searching for a new full-time faculty member in the sociology discipline, the Full-time sociology faculty will nominate and elect two Continuing Full-time Status sociology faculty to serve on that Interview Committee.
- II. If there are not two Continuing Full-time Status faculty members in the discipline for which the search is being conducted, the full-time faculty in that discipline will nominate and elect a second Interview Committee member from the Continuing Full-time Status of related disciplines among the Fine Arts/Social Sciences faculty.
- III. In the event that there is no Continuing Full-time Status faculty member in the discipline for which the search is being conducted, then the Full-time Fine Arts/Social Sciences faculty can select two Full-time faculty members in the division to serve.

FACULTY EVALUATION

FINE ARTS/SOCIAL SCIENCES DIVISION

I. Evaluation of Probationary Full-time Faculty

- A. The Probationary Faculty Evaluation Committees will evaluate the professional competence and teaching ability of probationary instructors in Fine Arts/Social Sciences.
- B. Within the Fine Arts/Social Sciences Division, each discipline that currently has Probationary Full-time faculty will have a separate Probationary Faculty Evaluation Committee to ensure that, whenever possible, evaluations are conducted by content experts.
- C. Members of Evaluation Committees will be especially concerned with evidence of the Probationary instructor's knowledge of their subject and their abilities in the following areas:
 - Classroom atmosphere conducive to positive student-instructor interaction
 - Effectiveness of teaching methods in reaching learning objectives
 - Design of assessments of student learning
 - Syllabus description of the course - including discipline-approved course objectives
 - Evidence of collegial conduct (i.e., getting along with other college personnel, establishing positive professional relationships)
 - Evidence of professional development activities and implementation of current instructional methods
- D. The Probationary Faculty Evaluation Committee will consist of the Dean and two appropriate Continuing Full-Time Status faculty members selected by the Dean based upon disciplines and faculty availability to serve.
- E. For the benefit of Probationary faculty members there should be continuity on the Evaluation Committee.
- F. The committee will encourage first-year Probationary faculty to observe classes of Continuing Full-time Status faculty, and will make sure Probationary faculty are aware that they may select Continuing Full-time Status faculty members to consult on any aspect of their teaching. The committee will also let the Probationary faculty know that they should feel free to ask for feedback from individual members of the Evaluation Committee at any time.

II. Evaluation of Continuing Full-time Status and Adjunct Faculty

- A. Evaluators of Continuing Full-time Status and Adjunct faculty will be especially concerned with evidence of the faculty members' knowledge of their subject and their abilities in the areas described in (D3), above, and will use the evaluation forms most recently approved by the Fine Arts/Social Science Division.
- B. For more information on the timeline and process for the evaluation of continuing full-time status and adjunct faculty, see Article X.R of the Faculty CBA.

III. Evaluation of Part-time Faculty

- A. As stated in Article X.T of the Faculty CBA, "The immediate supervisor and/or his/her designee will be responsible for the evaluation of Part-time Status instructors who are not adjunct."
- B. Evaluators of Part-time Status faculty will be especially concerned with evidence of the faculty members' knowledge of their subject and their abilities in the areas described in (D3), above, and will use the evaluation forms most recently approved by the Fine Arts/Social Sciences Division.
- C. For more information on the timeline and process for the evaluation of Part-time Faculty who are not Adjunct, see Article X.T of the Faculty CBA.

TEXTBOOK SELECTION

FINE ARTS/SOCIAL SCIENCES DIVISION

- I. It is the policy of the Fine Arts/Social Sciences Division that each program and discipline has full freedom to select textbooks and supplementary materials for their courses.

- II. It shall be the policy of the Fine Arts/Social Sciences Division that individual full-time faculty members shall have full freedom to select textbooks and supplementary materials for their courses. In courses where one course is taught by more than one instructor, every effort should be made to find a mutually agreeable text. If such a text cannot be agreed upon, the instructors will select their respective texts on the basis of the suitability to the content of the course as described in the course outline.
 - A. Full-time faculty shall consult with their part-time faculty and consider their part-time faculty's recommendations in selecting textbooks for courses that part-time faculty teach; however, the full-time faculty shall make the final selection.

 - B. The part-time and adjunct faculty of the program/discipline are obligated to use the textbook that the Program Coordinator/Discipline Representative has selected under the disciplines' textbook adoption rules.

- III. Textbooks for unassigned sections shall be made by the Discipline Representative in consultation with faculty familiar with the unassigned course's content.

- IV. It is recommended that each academic year, textbooks shall be re-evaluated for course relevancy.

CLASS SELECTION

FINE ARTS/SOCIAL SCIENCES DIVISION

I. Process for Bidding on Classes: Fall and Winter Terms

- A. Selection of courses will progress for full-time faculty in the following order
1. Full-time faculty choose courses according to seniority and areas of expertise to make full base load.
 2. Full-time faculty choose overload classes based on seniority and areas of expertise.
 3. Temporary full-time faculty select courses based on seniority and areas of expertise to make load.
- B. Adjunct and Part-time faculty choose their preferred load (in accordance with Master Contract X.B) according to their preference points. The choice of courses available for adjunct and part-time faculty to bid on is determined by the Dean, in consultation with the Discipline Representative who assesses the instructor's skills, teaching experience, expertise, and certifications.

II. Process for Bidding on Classes: Spring and Summer Terms

- A. Selection of courses will progress for full-time faculty in the following order
1. Full-time faculty choose courses according to seniority and areas of expertise based on preferred load (in accordance with Master Contract X.H.1.)
 2. Full-time faculty choose overload classes based on seniority and areas of expertise (in accordance with Master Contract X.H.9.b)
 3. Temporary full-time faculty select courses based on seniority and areas of expertise to make load
- B. Adjunct and Part-time instructors choose their preferred load (in accordance with Master Contract X.H.9.b) according to their preference points. The choice of courses available for adjunct and part-time instructors to bid on is determined by the Dean in consultation with the Discipline Representative who assess the instructor's skills, teaching experience, expertise, and certifications.

FACULTY INPUT ON SCHEDULING

FINE ARTS/SOCIAL SCIENCES DIVISION

I. Providing Input

- A. Discipline representatives in consultation with full-time faculty in the discipline will develop a list of scheduled courses for the semester to be sent to the Dean

NEW COURSES AND COURSE REVISIONS

FINE ARTS/SOCIAL SCIENCES DIVISION

- I. Faculty proposing new courses or course revisions must seek the input of the full-time faculty in their discipline before bringing the matter to the Division.
 - A. Any full-time, adjunct or part-time faculty member may make a recommendation to their discipline for a new course or a course revision.
- II. Once the discipline considers the matter, copies of all paperwork for a course proposal/revision must go to all full-time faculty in the Division at the division meeting in which it will be discussed. If fast-tracking is needed, email discussion is acceptable.
 - A. Faculty members who are making the course proposal/revision to the Division are to be present to answer questions regarding their proposal/revision at the division meeting.
 - B. If a faculty member is not available, they may designate another faculty member of the Division to represent them at the division meeting in explaining their proposal.
- III. The Division will make suggestions for revision, if needed, and then vote before the matter goes to CPSC.