

### **AFT Adjunct Shared Governance: Committee Service Process**

#### **Instructions:**

1. Adjunct faculty completes the Adjunct Faculty Shared Governance Committee Service Form (see below) and forwards to the Academic Senate President, and cc's the Committee Chair prior to the start of the shared governance committee assignment.
2. Once approved by the Academic Senate President, Adjunct faculty forwards to their Dean/manager for **approval no later than the start of the committee assignment.**
  - Eligibility is contingent upon completion of this form and service rendered.
  - One (1) separate form must be completed for each shared governance committee assignment.
3. Dean's office will audit each form and assign the Shared Governance Committee Assignment in Campus Solutions. Dean's office **MUST** enter **projected** Shared Governance hours for the semester in the comments section of Campus Solutions.
  - Job Code A6990 for Credit Colleges
  - Job Code B6990 for Continuing Education
  - GL = 1110-74210-603000-1401
    - i. Work with Campus' Administrative Services Office if employee does not have the Shared Governance Code in Job Data
4. Employee accepts assignment in Campus Solutions.
5. Employee enters monthly hour on **Shared Governance Timesheet and submits to their Dean.**
6. **At the end of the assignment, the Dean will compile all hours completed by the employee and submit the updated Adjunct Faculty Shared Governance Committee Service Form to Business Services on the Shared Governance Tracking Log.**
7. Dean's office to update comment's section to include the **actual** number of hours served in Campus Solutions before end of semester.

Example:

8. Prior to January 10<sup>th</sup> and July 10<sup>th</sup> of every year, HR Compensation will pull a Faculty Assignment Status report of all the A6990 and B6990 job codes, and prepare the hours report for AFT.
9. AFT will notify HR of the new Shared Governance rate for the semester.
10. HR Compensation will set up payments. Payments of more than 20 hours must be reviewed with the **Shared Governance Hiring Chair** and AFT for confirmation and approval.
11. Payment for Shared Governance Committee Assignments shall be as follows: Fall Semester assignments will be completed between 07/01-12/31 and paid on 2/10, Spring Semester assignments will be completed between 01/01-06/30 and paid on 8/10
12. Contract employees are not eligible for shared governance compensation, even during off contract months.
13. Adjunct faculty completing shared governance assignments during assigned work hours are not eligible for shared governance compensation.

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### **AFT Adjunct Shared Governance: Committee Service Form**

#### **To be completed by Employee:**

Employee Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

Committee Name (for screening committees, please include discipline and location):

\_\_\_\_\_

Committee Chair/ Department Manager: \_\_\_\_\_

Dates and Times Committee Meets, if known (include projected timeline for screening committees): \_\_\_\_\_

Total projected # of hours to be served for the semester outside of regular working hours (to be completed at prior to start of assignment): \_\_\_\_\_

**To be completed by Academic Senate:**

I attest the above request has been reviewed and approved as a participatory shared governance activity at \_\_\_\_\_ (location):

\_\_\_\_\_

Academic Senate President/Designee Name

\_\_\_\_\_

Academic Senate President/Designee Signature

\_\_\_\_\_

Committee Chair Name

\_\_\_\_\_

Committee Chair Signature

**To be completed by Dean/Manager:**

I attest the above employee has completed \_\_\_\_\_ hours for this shared governance assignment (to be completed before semester ends):

\_\_\_\_\_

Dean/Manager's Name

\_\_\_\_\_

Dean/Manager's Signature