Section C
Faculty Responsibilities
The information in this section is a compendium of input from many sources: The Education Code, Accreditation Standards, local decisions by the governance groups (including collective bargaining), and traditional instructional pedagogy.

Any suggestions that instructors might have to clarify or simplify this information are welcome.

**RESPONSIBILITIES OF FACULTY**

The primary responsibility of the instructional faculty is teaching. This includes responsibility for the following:

1. Developing evaluation procedures, measurement instruments and course syllabus for each course and filing them with the appropriate Dean. Awareness of student learning outcomes and program learning outcomes, and incorporation of SLOs into the instructional design of the course taught.
2. Turn in required reports (census, grades, book orders, etc.) on time.
3. Ordering essential materials and equipment in sufficient time for effective use.
4. Maintaining high performance standards for all students in each class. These performance standards must be clearly presented to the students at the beginning of each semester with a course Introductory Statement. This handout and/or syllabus is distributed to each student and the supervising Dean, and includes, but is not limited to, the following:
   a. Name of instructor
   b. Number and title of the course
   c. Brief overview of course
   d. Course prerequisite (if any)
   e. Course learning outcomes
   f. Course content and schedule
   g. Textbook and materials needed
   h. Course requirements
      1. Attendance
      2. Evaluation procedures
   i. No record shown (NRS) and withdrawal (W) dates and process
   j. ADA accommodations statement
   k. Occupational/vocational statement
   l. Student honesty policy reference statement
5. All final examinations are to be given at the time and location scheduled. Exceptions can only be granted by the appropriate Dean. If a faculty member arranges for a student to take an exam or other graded activity outside of the normal class time, the faculty member must be present or arrange for another faculty member to proctor the exam. Under no circumstances will a faculty member not be present.
6. The desired conduct, speech, dress, and appearance of instructors are presented in the Code of Ethics of the Education Profession. We seek to abide by these standards.
CODE OF ETHICS OF THE EDUCATION PROFESSION

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of the democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents, and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all good educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than the one specifically designated by the NEA or its affiliates.

Principle 1

Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator--

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student's access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
   a. Exclude any student from participation in any program
   b. Deny benefits to any student
   c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage.

8. Shall not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

**Principle II**

**Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions that attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.

2. Shall not misrepresent his/her professional qualifications.

3. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.

4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.

5. Shall not assist a noneducator in the unauthorized practice of teaching.

6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.

7. Shall not knowingly make false or malicious statements about a colleague.

8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.

--Adopted by the NEA 1975 Representative Assembly
STANDARDS OF RIGOR FOR DEGREE AND NON-DEGREE APPLICABLE COURSES

Degree Applicable Courses:

- An "official" course outline which states the scope, unit objectives, content, reading and writing assignments, teaching methods, student learning outcomes, and system of evaluation. (Copies of course outlines are available from the Department Chairs and the Deans, and online at https://mail1.gavilan.edu/ssb/course_outlines/index.html.)
- A system of measuring student performance that includes essays, unless skill demonstration or problem solving is more appropriate.
- Two hours of student work, outside class time, for each hour of lecture (prorated for laboratory and activity classes).
- A broad scope and intensity of work requiring independent study on the part of students outside of class.
- Entrance skills (pre-requisites and co-requisites) for students that are clearly indicated.
- College level language and computational skills.
- Critical thinking and the use of college level vocabulary and learning materials.

Non-Degree Applicable Courses:

- An "official" course outline similar to the one described above.
- A system of measuring student performance.
- Appropriate standards for outside work and independent study by the student.
- Course pre-requisites and co-requisites as applicable.

GAVILAN COLLEGE CATALOG

Copies can be obtained at the admissions and records office, it is also available online on Gavilan College’s home page. See the catalog for detailed information on many areas, such as Student Services and Instructional Procedures, Academic Renewal, Transfer Programs and Majors, Certificate and Career Programs, Course Offerings, etc.

BUILDING THE CLASS SCHEDULE

Student Services oversees the development of the class schedules (twice/year) and the college catalog (bi-annually). Surveys are periodically conducted, data collected, and previous course offerings evaluated in order to revise and design the publications. Student input is solicited and counseling faculty and Department Chairs recommend changes. The Public Information Office finalizes the final product. The class schedule is also on the college’s web page.
ATTENDANCE AND RECORD KEEPING

There is a positive correlation between student attendance and success in the course. The data is particularly dramatic during the first five weeks of the semester. Students who attend over 90% of those class meetings are likely to receive “A’s” and “B’s”. Students receiving “F’s” or “withdrawals” are likely to skip classes during that time.

We encourage you to promote consistent appearance in class. An alert, a notice, a postcard, or a phone call to non-attending students is often effective.

Another reason student attendance is important is that attendance is the basis of state reimbursement. Funding is based on the enrollment and attendance of each student at First Census each semester. It is imperative to drop students who have ceased attending. While it is ultimately the responsibility of the student to drop courses officially, the responsibility for accurate fiscal reporting is ours, and so faculty are required to report “no shows” and drops on First Census reports.

To assist you in student recordkeeping, the Admissions and Records Office makes rosters available to you on Self-Service Banner. Log on from the Gavilan webpage and print a copy of your roster(s) prior to the start of your class and use it to begin collecting attendance information in preparation for First Census. If you need assistance, please call the Admissions and Records Office (848-4751).

You may view and/or print updated rosters at any time during the semester. The roster lists those students who have officially registered (or subsequently dropped) your course. Gavilan does not have an auditing policy and non-registered students are not authorized to attend. To receive credit, everyone must be registered by the last day of the late registration period or, for late starting classes, by the first day of the class. Student attendance data are kept for three years after the completion of a semester.

Add Codes

Each course has a number of four-digit “add codes” which are available a few days prior to the starting day of the term and may be printed out in Self-Service Banner on the Gavilan website. These codes are unique to each section and are to be issued to students you wish to add to your course(s) once the semester has begun and your class is filled.

The add code will enable the student to register on the web. An instructor’s signature, while necessary in some situations, is not a good substitute for an add code as it limits the student to registering in person.

Positive Attendance

Student attendance reporting for graded and non-graded attendance is recorded hour by hour. The total number of positive attendance hours are collected on Self-Service Banner within three business days of the end of the class for courses requiring this form of attendance accounting.
Official Class
Rosters

Official Class Rosters are distributed to instructors twice during the semester:

First Census
Instructors are required to drop students as of the First Census date who never attended ("no shows") or stopped attending without going through the official withdrawal process. It is particularly important that this First Census be accurate as the state bases our funding on the number of students in attendance on this day. The First Census Rosters are to be signed and returned to the Admissions and Records Office by the specified date, even if no student is being dropped.

Clean-Up Rosters
This is a chance for instructors to clear the rosters of students who stopped attending after the First Census and before the "W" deadline. If there are no corrections, the form does not need to be returned to the Admissions and Records Office.

Withdrawal
Procedure
Students who wish to drop a class may do so using Self-Service Banner or by completing a pink "Change of Program" card and filing it in person with the Admissions and Records Office on the main campus or at the Morgan Hill or Hollister sites.

Grades for dropped courses will be assigned as indicated below:
• Weeks 1 – 5: NRS (No Record Shown) 30% of the semester
• Weeks 6 – 12: W (Withdrawal) 75% of the semester
• Week 13 – 16: F (Fail) or I (Incomplete)

The exact dates are attached to the semester calendar that you will receive from the Admissions and Records Office at the beginning of the semester.

NOTE: It is the student’s responsibility to complete the drop process once First Census has passed.

Final Grades
All final grades and positive hours (if applicable) are submitted on Self-Service Banner by the instructor and are due no later than three business days after the end of the semester, term, or short-term course.
INSTRUCTOR’S RESPONSIBILITY FOR GRADING

Policies on Grading

Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog and made available to students.

The grading system shall include, and faculty shall use, the “plus and minus” designation in combination with letter grades, except that C minus shall not be used. (Board Policy 4230 Grading Symbols)

Academic Record Symbol

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<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Grade Point</th>
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<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
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<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
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<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
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<tr>
<td>B</td>
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<td>3</td>
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<tr>
<td>B-</td>
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<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>2</td>
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<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
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<td>F</td>
<td>Failing</td>
<td>0</td>
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<tr>
<td>P</td>
<td>Pass (at least satisfactory-units awarded not counted in GPA or in consideration of honors)</td>
<td></td>
</tr>
<tr>
<td>NP</td>
<td>No Pass (less than satisfactory, or failing, units not counted in GPA)</td>
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<tr>
<td>I</td>
<td>Incomplete (incomplete academic work for unforeseeable emergency and justifiable reasons). The requirements to complete the course must be fulfilled during the next term of attendance (excluding summer) within the next year. The final grade will become an “F” if the incomplete grade is not made up within the allotted time.</td>
<td></td>
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<tr>
<td>IP</td>
<td>In Progress (In Progress shall be used to denote that the class extends beyond the normal end of the academic term).</td>
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</table>
RD  Report Delayed (may be assigned by the Director of Admissions only if there is a reporting delay due to circumstances beyond the student's control).

W  Withdrawal (student withdrawal from class will be designated with "W" only between the Monday of the fourth week - or 30% of a term, whichever is less - and the last day of the fourteenth week of instruction - or 75% of a term, whichever is less. Withdrawal at other times follows the following pattern:

1%-30% of term  NRS (No Record Shown)
31%-75% of term  W
76%-100% of term  F

MW  "Military Withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a "W" or, if necessary to distinguish military withdrawals, may be a "MW". Military withdrawals shall not be counted in progress probation and dismissal calculations. In no case would a military withdrawal result in a student being assigned an "F" grade.

Recommended Criteria and Procedures of Grading

Grades should be awarded on the basis of a method or procedure familiar to the student.

Student must be informed in writing of the method to be used in awarding grades. (This information can be included on the handout that is distributed on the first day of instruction.)

Mid-Term Grades

Instructors should have enough evaluative information on each student's performance by the end of the eighth week of the term to make a judgment as to the grade the student has earned to that point. Frequent quizzes or other tests are recommended to allow the student to better understand what the instructor's expectations are in regard to performance levels.

Students achieving less than a "C" grade should be informed of this fact by the end of the tenth week. This can be accomplished by personal interview or in writing. Public posting of grades is not advisable.
Standards for Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 units of work and has a grade point average of less than a “C” (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of “W”, “I”, and “NP” drops below fifty percent.

Standards for Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W”, “I”, and “NP” are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures by petitioning for reinstatement to the Academic Standards Committee.

Standards for Readmission

A student who has been dismissed may request reinstatement after one semester or indicate extenuating circumstances have changed. Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The President of the college shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

OTHER RESPONSIBILITIES OF FACULTY

Student Injury

Injuries or unusual incidents must be reported. Dial “10” from any campus phone or 710-7490 and Security will activate the college health nurse and administrator, if needed. When a student injury occurs during classroom or laboratory hours associated with Gavilan College, the faculty have the responsibility to ensure that the student’s injury is addressed, and an accident report form is completed. A statement on the report form of how the injury occurred will be required of the faculty member responsible for the student when the injury occurred.

The security department, college health nurse, department administrator, or evening administrator, can assist faculty with an injured student and accident reporting. Forms are available on the intranet.
Faculty Injury
If a faculty member is injured while on the job, the injury must be reported to his/her Dean or within 24 hours of the injury. An employee injury report (available from your Dean) must be submitted.

Responsibility for Supervising Facilities and Equipment
Rooms should be clean, comfortable and adapted to instruction. If unpleasant or dirty conditions exist, notify the appropriate Dean. Thermostats should remain undisturbed. Turning up a thermostat or opening doors causes the heater to run longer, not hotter. When a room is not in use, close the doors and turn the lights off. It should be locked after the last class of the day. Projectors or other audiovisual equipment should be secured in closets or returned to their source when they are through being used.

When any equipment is removed from any area, leave a signed note indicating where it is being used and when it will be returned. Instructors are responsible for equipment used by them, or check out to them. Equipment should not be removed from the campus. All requests to borrow college equipment shall be referred to the Vice President of Instructional Services through the appropriate Dean.

Reports
Instructors are responsible for filing a variety of reports; they include equipment inventories, enrollment, grades, attendance, and other information essential to operations. In most instances, deadlines are established which are inflexible because of contractual commitments and state or federal regulations.

Teaching Load
Refer to District-G.C.F.A. contract Article XXII for details.

Professional Organizations
Faculty are encouraged to participate in, and to support the various professional organizations which represent them.

Faculty are responsible for knowing and abiding by the rules and regulations governing the conduct of their duties as they are defined in the District Policy Manual and this Faculty Handbook.

Meetings
Meetings are necessary for the purpose of disseminating information and resolution of problems. Instructors are required to attend all regularly scheduled administrative faculty meetings.

An agenda is recommended. Minutes and attendance should be recorded and filed with the appropriate Dean, Vice President, or the Superintendent/President. If instructors are aware of a time conflict with administrative/faculty meetings, they are to request permission in advance from the appropriate Vice President to be absent from the meeting.

Curriculum Development
Faculty are encouraged to continually evaluate the curriculum they teach and recommend modifications or add new courses when necessary. Faculty are requested to update their course outlines at least once every four years. There is a well defined procedure for gaining approval or a curriculum recommendation (Section D). For more information, contact your Department Chair and/or the Curriculum Committee Chair.
Instructor Absence

Faculty will be present at all classes and exams except in the case of illness, or an emergency, or when advance approval has been obtained from their Dean. Absences must be approved at least two weeks in advance by the supervising Dean. Instructors absent due to illness are to notify the appropriate Dean, appropriate Vice President, or the switchboard operator before 8 a.m. of the day on which the absence occurs. Date of return should be given, if known. Absent instructors should have an assignment ready for their class. It is the responsibility of individual faculty who have been absent to complete an "Employee Report of Absence" and submit it to the appropriate Dean. Evening instructors should notify the evening secretary (X4276) as early as possible when they cannot meet a class.

Purchasing

Supplies and equipment may be purchased by submitting a requisition, completed in detail, to the appropriate Department Chair. The Department Chair will, after confirming that the request has been properly budgeted, sign and forward the requisition to the appropriate Dean. See Section D for procedures.

Textbooks

Textbooks are selected by the instructor in consultation with the Department Chair, and with the approval of the appropriate Dean. It is recommended that textbooks be used for more than one semester. Notice to discontinue a textbook must be given prior to the last term in which it is used. Please note on book order forms if there is to be any request for a textbook change. Faculty are to adhere to the schedule as recommended by the Department Chair and the appropriate Dean when placing orders.

Year-End Check-Off List

Faculty are to complete the year-end check-off list and file it with the Vice President of Instructional Services when checking out for the summer (lists are distributed in May by the Instruction Office).

Field Trips

Field trip requests must be made at least two weeks in advance by submitting a Field Trip Request form to their Dean. Students 18 years of age and over who wish to provide their own transportation may do so if they sign a waiver form acknowledging that college transportation was available but they chose not to use it. (Field Trip Request forms and waiver forms may be obtained from the appropriate Dean's office.)

Alternate Meeting Site for Class

If an instructor wishes to meet the class at an alternative site which is off-campus, and college transportation is not provided, student attendance must not be mandatory. There cannot be a grade penalty for non-attendance at the alternative class site. Notify the appropriate Dean's office of any plans you have to change class sites. YOU MUST NOTIFY AND SUMIT AN “ALTERNATE MEETING SITE” FORM TO THE DEAN PRIOR TO MAKING ARRANGEMENTS (forms are available at Deans’ offices).
Conference Attendance

Each full-time instructor is allocated an annual budget amount to support professional development activities according to contract article XXVIII. Conference Authorization forms are available online at [https://mail1.gavilan.edu/staffdev/ConferenceForm.doc](https://mail1.gavilan.edu/staffdev/ConferenceForm.doc). Faculty should consult with the supervising Dean prior to submitting the form. In some cases receipts are required to be filed with reimbursement claims. These requirements accompany the forms and should be read carefully. The form must be approved by the appropriate Dean, Faculty Staff Development Committee, appropriate Vice President (and President if out of state) prior to the conference. Arrangements must be made by the faculty member for a substitute, if needed. A form must be submitted whether or not reimbursement is requested.

Guest Speakers

Upon occasion, guest speakers may be invited to classes. If payment is involved, it must have been budgeted in advance and the purchase requisition completed and approved. The rate is to be $50.00 per person for a class presentation and is intended to reimburse the presenter for direct expenses. Instructor must remain in the classroom with the guest speaker.

Counseling

There may be occasions during office hour consultation with students when discussions drift into personal problems. In such cases, students should be referred to the counseling department.

Commencement

Graduation exercises will take place during the last week of the spring semester. All faculty are encouraged to be in attendance for this activity. Full-Time Faculty and Adjunct Faculty of the Year are invited to participate in the ceremony by reading names of graduates crossing the stage.

Admission, Attendance, Records

Student admission procedures, placement, examinations, advising and student scheduling, grade and student transcripts, are handled by the Office of Admissions at times and places planned in the school calendar. Counselors assist in these activities. These, together with the attendance procedures and student records, are directed by the Vice President of Student Services.

Class Assignments

Instructors are assigned to classes by the appropriate Dean in consultation with the Department Chairs.

In-coming Calls

No class will be interrupted except in the case of emergencies.

Food and Beverages in the Classroom

Food and beverages are permitted only in the Student Center Building, study centers, cafeteria, faculty offices, Maintenance Building, and vending machine areas. Eating and drinking are allowed in the classrooms by instructor permission only. Students must remove all trash from the classroom and deposit it in the outside containers. It is the responsibility of faculty to ensure the classroom is in good condition and in the same order as when he/she entered it.
The system and processes by which the major activities of the institution take place form our pattern of governance. As faculty and departments/services, they perform the basis for our organization and much of the responsibility for our work is invested at this "first level". For many of the functions (personnel, evaluations, budget development, etc.), a matrix has been developed to clarify roles:

**Symbol Definition**

**R = RESPONSIBILITY** refers to the charge of executing a given task, which includes the authority to make decisions and take action.

**C = CONSULTATIVE** refers to the person whose assistance, opinion or advice is relevant in executing a task.

**I = INFORMED** refers to the person who needs information concerning a task.

**V = VETO RIGHT** refers to the person who reviews decisions with the right of modification or repeal.

### FUNCTIONS

#### Personnel

1. **Employment:**
   - a. Select adjunct faculty
   - b. Select full-time faculty
   - c. Select classified instructional support
   - d. Adjunct staff orientation
   - e. Adjunct faculty orientation

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<thead>
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<th>Function</th>
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2. Evaluations:

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<td>a. Evaluations of full-time classified</td>
<td>C</td>
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<td>c. Retention/dismissal</td>
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<td>d. Evaluations of adjunct faculty</td>
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<td>e. Retention recommendation of adjunct faculty</td>
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<td>f. Program evaluation by administration</td>
<td>C</td>
<td>R</td>
<td>C</td>
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<td>g. Department Chair evaluation by faculty</td>
<td>C</td>
<td>I</td>
<td>R</td>
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Budget

1. Budget development | C | R | C | C |
2. Budget expenditures | C | I | V | R |

Facilities

1. Responsibility for routine maintaining of rooms, buildings and equipment | I | R | C | I |
2. Initial scheduling of classes into rooms | C | I | V | R |
3. Final scheduling of classes into rooms | C | V | R | C |
4. Coordination of faculty assignment | I | R | I | I |
5. Classroom maintenance | R | I | I |
6. Office assignments | C | R | C | C |

Workload

1. Establish framework for schedule/catalog | C | R | C | C |
2. Initiate schedule/catalog development | C | I | V | R |
3. Final schedule development | I | V | R | C |
4. Decision to cancel classes | C | R | C | C |
### Curriculum

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*The Curriculum Committee makes program implementation or deletion recommendations to the Board of Trustees. Other curriculum is sent to the President of the college for approval and to the Board for information.*

### Project Development

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### Articulation of Curriculum

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FACULTY ORGANIZATION AND COMMITTEES

In addition to the activities described in the matrix, faculty input is solicited and received through the major faculty organizations (the Academic Senate and Faculty Association) and major "standing" committees.

GAVILAN COLLEGE FACULTY ASSOCIATION (GCFA)

The GCFA is the recognized association for matters dealing with collective bargaining as defined in the Education Code. The interest of the Senate focuses on District policy and academic issues. The primary focus of the GCFA is working conditions for the faculty. A "Joint Responsibility Statement" has been developed.

ACADEMIC SENATE - ROLE AND RESPONSIBILITY STATEMENT

The powers, rights and responsibilities of Faculty Senates in California Community Colleges derive from the California Administrative Code (Title V, Sections 53200-53205). The purpose of the Faculty Senate, according to that document, is to provide the faculty with a formal and effective procedure for participating in the formation of district policies on academic and professional matters. (The Senate is charged with viewing professional matters from the perspective of "educator" rather then "employee").

The primary function of the Academic Senate is to serve as the elected representative of the faculty in making recommendations to the administration and the Board of Trustees with respect to academic and professional matters. (The Board establishes policy; the administration executes existing Board policy, the Senate makes recommendations on changing or establishing new policy.)

Thus the role of the Gavilan Academic Senate is to participate effectively in the formation of college policy with respect to academic and professional matters. The Academic Senate has the following primary responsibilities.

1. To provide the faculty with a formal voice in the initiation, development and evaluation of District Educational Policy.

2. To present to the administration and Board of Trustees the written view and recommendations of the Senate and its committees regarding all academic and professional matters as curriculum, faculty development, and program review not covered in the Faculty Association contract.

3. To provide the full faculty with an open forum in which to express their views and recommendations on academic and professional matters.

4. To appoint all faculty to college-wide standing and ad hoc committees (except committees of the Faculty Association.)

5. To appoint a delegate to the State Academic Senate who will forward to that body local faculty opinion on issues of state-wide concern.
BY-LAWS OF THE GAVILAN COLLEGE ACADEMIC SENATE

ARTICLE I: AUTHORITY AND RESPONSIBILITIES

Section 1: The senate has the authority to consult collegially with and to review and recommend to the president of the college or to his/her representative with respect to the following matters and/or policies re:

1.1.1 Academic and Professional Matters
1.1.2 Curriculum, including establishing prerequisites and placing courses within disciplines
1.1.3 Degree and certificate requirements
1.1.4 Grading policies
1.1.5 Educational program development
1.1.6 Standards or policies regarding student preparation and success
1.1.7 District and college governance, as related to faculty roles
1.1.8 Faculty roles and involvement in accreditation processes, including self-study and annual reports
1.1.9 Policies for faculty professional development activities
1.1.10 Processes for program review
1.1.11 Other academic and professional matters as mutually agreed upon between the governing board and the faculty senate
1.2 Appointments, hiring, status and assignments of teaching and non-teaching faculty.
1.3 Criteria for and the establishment, organization and continuance of departments.
1.4 Student affairs and activities
1.5 Academic freedom
1.6 Shared governance as outlined by AB 1725 and other statutes.

Section 2: A clerical person will be provided by the college for the senate.

ARTICLE II: DUTIES OF FACULTY SENATE OFFICERS

Section 1: The duties of the Academic Senate president shall be to:
1.1 Preside at all meetings convened by the senate.
1.2 Consult collegially with the Board of Trustees, President’s Council and other appropriate forums concerning the views of the faculty on any relevant matters when directed to do so by the senate.
1.3 Sit with the Board of Trustees at the Board's invitation. If such invitation is not forthcoming, the senate president or a representative shall attend Board meetings.
1.4 Represent the Academic Senate on the President’s Council.
1.5 Vote upon motions brought before the Academic Senate bodies when his/her vote will change the result.
1.6 To aid the president of the Academic Senate in the performance of her/his duties, s/he shall be granted two-fifths (2/5) assigned time, adequate equipment and college services, and office space.
Section 2: The duties of the Academic Senate Vice-President shall be to:
2.1 Serve as the presiding officer at senate meetings in the absence of the President and assist the President in the performance of his/her duties.
2.2 Be responsible for compiling and disseminating appropriate senate information to the faculty.
2.3 Be responsible for senate generated faculty programs.
2.4 Be responsible to other senate needs.
2.4 Serve on the President’s Council as a representative of the senate for the Fall semester.

Section 3: The duties of the Academic Senate Secretary shall be to:
3.1 Be responsible for recording, publishing, and distributing the minutes of all senate generated meetings.
3.2 Be responsible for the correspondence of the senate.

Section 4: The duties of the Academic Senate Past President shall be to:
4.1 Serve as the presiding officer at senate meetings in the absence of the President or the Vice-President.
4.2 Serve on the President’s Council as a representative of the senate for the Spring semester.
4.3 Serve as a resource to the senate.

ARTICLE III: ELECTION PROCEDURES

Section 1: The Senate President shall set the dates of the elections in keeping with the provisions of this Constitution and By-laws.
1.1 Departments as listed in the Constitution (Article III, Section 4.1) shall elect their allocated senator(s).
1.2 Faculty members belong to the department in which s/he teaches the majority contact hours. If the contact hours are split evenly, the faculty member will join the department of those in question with the fewest members.
1.3 Department Chairs will be responsible for conducting the department elections.
1.4.1 If a department fails to elect a senator, that position will immediately become an at-large seat on the senate and it must be filled within two weeks following the At-large election process.
1.5 The at-large candidate and the part-time candidate with the most votes shall be elected.
1.6 Any necessary run-off elections shall be held within two weeks following the election.
1.7 The Election Committee shall count the ballots and post the results.
1.8 If, for any reason, elections cannot be held at the time or in the manner specified, they shall be held as soon as possible thereafter and in a manner deemed appropriate by the Academic Senate.
Section 2: Two weeks prior to the election period, the president of the senate shall appoint a three person election committee who shall conduct the At-large and Part-time elections according to the following:

2.1 The election committee shall notify all faculty in writing or by e-mail of the election at least seven teaching days before the voting is to begin. Faculty members who are interested in being candidates will notify the election committee in writing or by e-mail at least two teaching days prior to the day voting is to begin.

2.2 The election committee shall prepare a ballot listing alphabetically the names of every faculty member who is willing and eligible to run for election.

2.3 The election committee shall conduct the election on the days established by the President of the senate.

2.4 In the event of a tie, a run-off shall be held.

2.5 The election committee shall notify all elected candidates in writing or by e-mail of their election.

ARTICLE IV: VACANCIES AND RECALLS

Section 1: Senate vacancies shall be filled in the following manner:

1.1 If a department senatorial seat becomes vacant, the appropriate department shall elect a new senator within two weeks following the declaration of a vacancy.

1.2 If the At-large senate seat becomes vacant, the Senate President shall appoint a replacement within two weeks.

1.3 If, for any reason, the part-time senator cannot serve, then the alternate shall take his/her place. The alternate is that candidate who had the second most votes in the previous part-time election. If the alternate cannot serve, By-law Article IV, Section 1.2 shall be implemented.

Section 2: If the senate presidency is vacated, the senate shall elect a new president by secret ballot at its next meeting.

ARTICLE V: RESIGNATIONS AND REMOVALS FROM OFFICE

Section 1: Senate resignations must be submitted in writing.

Section 2: A senator shall be removed from office on written petition of two-thirds or more of the faculty members s/he represents. The resulting vacancy shall be dealt with according to the provisions of By-law Article V, Sections 1.1, 1.2 and 1.3.

Section 3: A two-thirds majority of the Academic Senate may recommend replacement of any senator who misses an excessive number of senate meetings or who fails to meet minimum senate standards of participation. Such replacement may be initiated by any senator at any regularly scheduled senate meeting. Notification of the removal shall be made in writing to the appropriate electing body by the senate president.
Section 4: If the electing body does not replace the absent senator within the time frame outlined in this document, the Senate President may replace the person with another qualified faculty member.

ARTICLE VI: COMMITTEES

Section 1: Standing and ad hoc committees shall be established as the need arises and with the approval of the senate.

Section 2: Any member of the faculty of Gavilan College shall be eligible for appointment to membership on committees, and all committee appointments shall be made by the President of the senate with the approval of the senate and in accordance with the GCFA contract.

Section 3: Committee chairpersons shall be appointed by the President of the senate and these chairs will normally be members of the senate. Chairpersons of standing committees shall serve as liaisons between the committee and the senate and shall make regular committee reports to the senate.

Section 4: All committee actions shall be submitted to the senate for evaluation followed by acceptance, return to the committee for reconsideration, or other appropriate action prior to going to the next higher level and/or the Board of Trustees.

ARTICLE VII: EMERGENCY

If circumstances requiring senate action should arise which are not provided for in the constitution and by-laws, the senate may take any necessary action by two-thirds vote of the senate.

ARTICLE VIII: ADOPTION AND AMENDMENTS

Section 1: These by-laws shall be adopted or amended when approved by a majority of the votes cast by the faculty at a special meeting called for that purpose.

Section 2: Proposed amendments shall be distributed to the faculty at least seven days prior to the faculty vote.

Section 3: Written or e-mailed proxies shall be accepted.
CONSTITUTION OF THE GAVILAN COLLEGE ACADEMIC SENATE

ARTICLE I: NAME AND AUTHORITY

This organization shall be known as the Gavilan College Academic Senate and it functions by the authority of the Gavilan College Board of Trustees and the State of California statutes.

ARTICLE II: PURPOSE

The purpose of this organization shall be to:

1. Represent the interests and concerns of the faculty in academic and professional matters through recommendations to the administration and governing board of the college.

2. Serve as the academic instructional representative body of the faculty.

3. Promote excellence in the teaching profession.

4. Promote communication and mutual understanding within the institution and the community.

5. Provide representation to the Academic Senate of California Community Colleges.

ARTICLE III: MEMBERSHIP

Section 1: "Faculty" shall be defined as full-time and part-time classroom/non-classroom personnel whose positions do not require an administrative or supervisory credential, and/or whose salaries are determined by the faculty salary schedule.

Section 2: The part-time senator must be under a faculty contract during her/his tenure on the senate.

Section 3: Any member of the faculty is eligible to be elected to the Academic Senate.

Section 4: The Faculty Senate shall consist of fourteen elected members apportioned in the following manner:

4.1 Twelve full-time faculty members, one from each of the following departments:
   - Fine Arts
   - Natural Science and Physical Education
   - English
   - Social Science
   - Business and CSIS
   - Vocational and Technical
   - Allied Health
   - Student Support Services
   - Library
   - Physical Education/Athletics
   - ESL
   - DRC

4.2 One At-large Representative elected by the entire full-time faculty.

4.3 One Part-time Representative elected by the entire part-time faculty.
4.4 When any area/department reaches about eight members, it should be awarded a senatorial position. (see Article VIII)

4.5 The Vice President of Instructional Services shall serve as an ex-officio member of the Academic Senate.

ARTICLE IV: OFFICERS

Section 1: The officers shall be the President, Vice-President, Secretary, Past President and such other officers as the Academic Senate deems necessary.

Section 2: The first order of senate business is to elect the above officers by secret ballot. The outgoing president shall conduct the election.

Section 3: The past president, if not elected to Senate membership following her/his presidency, shall serve the senate during that year in an ex-officio capacity.

Section 4: The president of the senate shall be compensated during her/his tenure in office as set forth in the by-laws.

ARTICLE V: ELECTION AND TERMS OF OFFICE

Section 1: The election of senators shall be held in September each year following the election procedure specified in the by-laws.

Section 2: The terms of office shall be:

2.1 Two years for senators elected by departments, and terms shall be staggered.
2.1.1 To implement staggered terms commencing in the 2002 spring term, one and two year lots will be drawn by the new department senators.
2.1.2 Following the establishment of staggered terms, elections of one-half of the department senators will occur each year.
2.1.3 Once the staggered term provision has been implemented, sub-sections 2.1.1, 2.1.2, and 2.1.3 become moot and shall be deleted from the constitution.

2.2 Terms of office for at-large and part-time senators shall be for one year.

2.3 Senate vacancies shall be filled in accordance with procedures specified in the by-laws.

ARTICLE VI: MEETINGS

Section 1: The outgoing president of the senate shall organize and conduct the first meeting in September or early October of the year prior to the term of the Senate. The sole purpose of the meeting shall be to elect the new officers and appoint the standing committee chairs. The senate shall then adjourn until January.

Section 2: The president of the senate shall schedule as many regular meetings of the senate as are necessary to conduct the business of the senate.

Section 3: Special Meetings
2.1 The president of the senate may call special meetings of the senate as necessary.
2.2 The president of the senate must call a special meeting of the senate if asked to do so by four or more senators.
1.3 The president of the senate must call a special meeting of the faculty on petition of ten percent or more of the faculty.

Section 4: All Academic Senate meetings shall be open to the public except closed sessions of the senate that are called by the president.

ARTICLE VII: COMMITTEES

Section 1: Senate standing or ad hoc committees may be formed to conduct business that falls within the jurisdiction of the senate as outlined in the by-laws.

Section 2: Duties, responsibilities and organization shall be determined when the committees are established.

Section 3: All faculty appointments to any college standing or ad hoc committee, panel, council or other body requiring faculty participation, except in the area of negotiations, must be made by the president of the Academic Senate in consultation with the senate. All appointees shall bring matters of concern to the attention of the Academic Senate.

ARTICLE VIII: ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURES

Rules of Order, Revised, shall be the authority on the order of business and parliamentary procedures in both regular and special meetings.

Section 1: The constitution and/or amendments shall be adopted when ratified by a two-thirds majority of the full-time faculty and approved by the governing board of the college.

Section 2: Amendments to the constitution may be proposed at any regular or special meeting of the faculty called by the senate. The proposed amendments must be filed with the senate secretary two weeks before presentation to the faculty and shall be voted upon by ballot one week after presentation. Written or e-mailed proxies shall be accepted.

Constitution and By-laws Revised: October 2001