

From [Forming Your Committee](#) document in ASCCC Exec Livebinder:

## ASCCC Standing Committee Appointment Process

The chair of each ASCCC standing committee is responsible for putting together the membership of the committee, subject to the approval of the president and Executive Committee. Each appointment is for a one-year term, limited to two one-year terms for the same committee. One year terms are full academic years; mid-year appointments to fill vacancies on committees shall not count as a full year of committee appointment.

### **Committee Member Selection**

In selecting committee members, the chairs should observe adopted guidelines urging consideration of diversity, geographical location, college size, and discipline. See the [Inclusivity Statement](#) for more info.

Prospective members must have completed an [Application to Serve Form](#); committee chairs must pull proposed members from this pool of applicants. Faculty members may be encouraged to serve on ASCCC committees by their local senate, the committee chair, the President, or members of the Executive Committee.

Committees generally have 5-6 members including the chair and second. If a chair requests more members, the President may approve or deny the request. As a general rule, no more than half the members of a committee should be Executive Committee members. Only one person per college may serve on a given committee, although a District may be represented by multiple members as long as they are from different colleges and still contribute to the overall diversity of the committee

### **Process:**

The chair will review the Application to Serve report, found on the ASCCC website, for potential candidates. In selecting committee members, the

chairs should observe adopted guidelines urging consideration of diversity, geographical location, college size, and discipline.

The chair will communicate with potential faculty appointees to determine if they are interested in serving on the committee. In communicating with potential appointees, it is important to note that their service on a committee is contingent upon the approval of the President and Executive Committee, as well as the approval of their local college senate president. In addition, all appointees must have a current Application to Serve form on file, no older than 2 years from the date of their appointment.

The chair will submit their list of potential committee members to the President and executive director, typically mid-July, for consideration and approval. **The list should contain at least 8 potential faculty members, in the event that a faculty member is selected to serve on multiple committees.** The President and Executive Director may move around faculty members in order to remove duplications, to distribute committee membership among a broad constituency, and to balance expertise and diverse representation within committees.

The President, in consultation with the Executive Director and committee chairs, will make recommendations on committee membership to the Executive Committee, which approves committee members no later than its August meeting.