Faculty Professional Responsibilities Form Guide

https://smccd-czqfp.formstack.com/workflows/faculty_professional_responsibilities_form?sso=6234b8dfe3544

Your name will automatically load based on your one login information:

2022-2023 Faculty Professional Responsibilities Plan

First Name *

C. Max

Last Name *

Hartman

Email *

hartmanmax@smccd.edu

Select your college, then select your dean from the drop down list:

College *

⦿ Cañada
◯ CSM
◯ Skyline

Cañada College Dean/Academic Supervsor *

Max Hartman ⇕

Please select the manager that you report directly to

Select your faculty type, this is a reminder for you for how many points need to be included in your plan. The form will prevent you from submitting a plan with less than 4 points, however if you are a counselor or instructional faculty member your required point total will be great than 4:

Faculty Type *

☐ Instructional Faculty (6-7 Points Required)
☑ Counseling Faculty (5 Points Required)
☐ Librarians & Other Non-Instructional Faculty (4 Points Required)

The form is broken into sections. Each of the items in the form, including their point value, comes directly from the workload pilot language in the contract.

Many items in each section appear multiple times to indicate, for example, that a faculty member may be serving on more than one hiring committee in an academic year. Please check the box for each item you are planning to complete, and then provide additional information about those items, if needed, in the text box below.

The contract language states that a dean may not require a faculty member to serve on more than two hiring committees in an academic year. Further, professional activities that depend on appointment by the Academic Senate, including hiring committees, may only be included in the plan if the appointment has already been made.

Please identify responsibilities from the lists below to total at least the minimum number of points required based on your faculty type. The form will prevent you from submitting a plan with less than 4 points however your actual minimum may be higher than 4.

Hiring Committees

Check a box below for each hiring committee you plan to serve on in the coming year. List the hiring committees you plan to serve on in the field below.

- ☐ Serve on FT faculty or administration hiring committee <50 applicants 2 points
- ☑ Serve on FT faculty or administration hiring committee <50 applicants 2 points
- ☑ Serve on FT faculty or administration hiring committee 50-100 applicants 3 points
- ☐ Serve on FT faculty or administration hiring committee 50-100 applicants 3 points
- ☐ Serve on FT faculty or administration hiring committee > 100 applicants 4 points

Check all that apply

Please list the hiring committees you are planning to serve on below.

Tenure track promise counselor hiring committee.
Dean of Enrollment Services hiring committee.

For the Evaluations section, follow the same process. The contract states faculty cannot be required by their dean to serve on more than two tenure review committees in an academic year.

Evaluations

Check a box below for each evaluation or tenure review committee you plan to serve on in the coming year. List the faculty committees you plan to serve on in the field below.

- ☑ Evaluate tenured or adjunct faculty 1 point
- ☐ Evaluate tenured or adjunct faculty 1 point
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- ☐ Evaluate tenured or adjunct faculty 1 point
- ☐ Evaluate tenured or adjunct faculty 1 point
- ☐ Evaluate tenured or adjunct faculty 1 point
- ☑ Serve on Tenure Review Committee 3 points
- ☐ Serve on Tenure Review Committee 3 points

Check all that apply

Please list the faculty you are planning to evaluate below.

Evaluating tenured counselor Krystal Duncan.
Serving on Luis Escobar's tenure review committee.

Follow the same process for the Curriculum and Program section:

Curriculum and Program

Check a box below for each curriculum or program activity you plan to complete in the coming year. List these activities in the field below as applicable.

- ☐ Update/revise specified course outlines of record .5 points
- ☐ Update/revise specified course outlines of record .5 points
- ☐ Update/revise specified course outlines of record .5 points
- ☐ Update/revise specified course outlines of record .5 points
- ☐ Update/revise specified course outlines of record .5 points
- ☑ Write program review 2 points
- ☐ Serve on Curriculum Committee 3 points
- ☐ Degree/certification creation and submission 2 points
- ☐ Assess course or program SLO's .5 points
- ☐ Assess course or program SLO's .5 points
- ☐ Assess course or program SLO's .5 points
- ☐ Assess course or program SLO's .5 points
- ☐ Assess course or program SLO's .5 points
- ☐ Write new course outline/develop new course 1 point
- ☐ Write new course outline/develop new course 1 point
- ☐ Write new course outline/develop new course 1 point

Check all that apply

Please list the courses/programs you are planning to update/revise/assess/ or write below.

EOPS Program Review

Follow the same process for the Participatory Governance and Other Committees section:

Participatory Governance and Other Committees

Check a box below for each committee you plan to serve on in the coming year. List these committees in the field below as applicable.

- ☑ Serve on District/Campus Participator Governance or other Standing Committee 1 point
- ☑ Serve on District/Campus Participator Governance or other Standing Committee 1 point
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- ☐ Serve on District/Campus Participator Governance or other Standing Committee 1 point
- ☐ Serve on District/Campus Participator Governance or other Standing Committee 1 point
- ☐ Serve on scholarship committee 2 points
- ☐ Serve as a member of a college Academic Senate (not eligible if receiving release time) 2 points
- ☐ Serve on District Academic Senate Governing Council (not eligible if receiving release time) 1 point
- ☐ Serve on Division Evaluation Committee 1 point
- ☐ Participate in preparting accreditation report (committee member) .5 points
- ☐ Serve on Accreditation Oversight Committee .5 points
- ☐ Serve as Accreditation Committee Chair 3 points
- ☐ Serve on flex planning committee 1 point
- ☐ Serve on Professional Development Committee (Article 13 money) 1 point
- ☐ Serve on the planning committee of, or prepare academic content for, a college wide annual event 1 point
- ☐ Serve on the planning committee of, or prepare academic content for, a college wide annual event 1 point
- ☐ Serve on Institutional Effectiveness Committee 1 point
- ☐ Serve on CTE advisory committee where mandated by statute .5 points
- ☐ Serve on college Evaluation Guidance Committee (Shall not count toward point calculation if performed by a senate representative receiving release time to perform their elected duties. Shall count if elected official opts to designate another senate representative to perform this duty.)1 point

Check all that apply

Please list the committees you are planning to serve on in the coming year as applicable.

Serving on Student Services Planning Council
Serving on The Campus Safety Committee

For the Other Division, Department, College or District Professional Responsibilities section, follow the same process. Note, all faculty plans must include "Attend division meetings regularly" worth .5 points. Also, any other professional responsibility not otherwise included in the contract should be agreed to by the faculty member and their Dean.

Other Division, Department, College or District Professional Responsibilities

Check a box below for each professional responsibility, list these responsibilities in the field below as applicable.

☑ Attend division meetings regularly (This shall be mandatory on all plans, unless mutually agreed with the dean.) .5 points

☐ Attend Department Meetings for departments that meet regularly .5 points

☐ Mentor new faculty (assigned by Division Dean) .5 points

☐ Serve as department lead 3 points

☐ Coordinate program 3 points

☐ Develop and assess plans for state-mandated initiatives 3 points

☐ Write proposals for department, division or college projects/grants 1 point

☐ Monitor and train student tutors who support our classes .5 points

☐ Athletic or arts performance off-campus program promotion, transportation to student competitions or performances, outreach to high schools 3 points

☐ Advise a college-approved student club. (Maximum of 2 clubs per plan unless mutually agreed between the faculty member & dean. Additional advising activities are permitted, but voluntary.) 1 point

☐ Advise a college-approved student club. (Maximum of 2 clubs per plan unless mutually agreed between the faculty member & dean. Additional advising activities are permitted, but voluntary.) 1 point

☐ Develop and/or lead 3 or more skills workshops led in the Learning Center 1 point

☐ Supervise Independent Study of one student or Research (Capped at one per academic year, unless independent study is necessary for a student to graduate due to a course cancelation or other exigent circumstance, and the faculty member is requested to provide this service by the dean.) 1 point

☑ Any other professional responsibility as approved by the dean .5 points

Check all that apply

Please provide any additional information regarding the identified other Division, Department, College, or District Professional Responsibilities as applicable.

> Other professional responsibility: Representing the Cañada Counseling Division at the Western Regional Counseling Faculty Talent Show and Chili Cook Off.

The form will automatically sum and display the points in your plan. Remember, the form will prevent you from submitting a plan with less than 4 points, however your minimum may be higher. Once you have finished the form click on the "Submit Form" button:
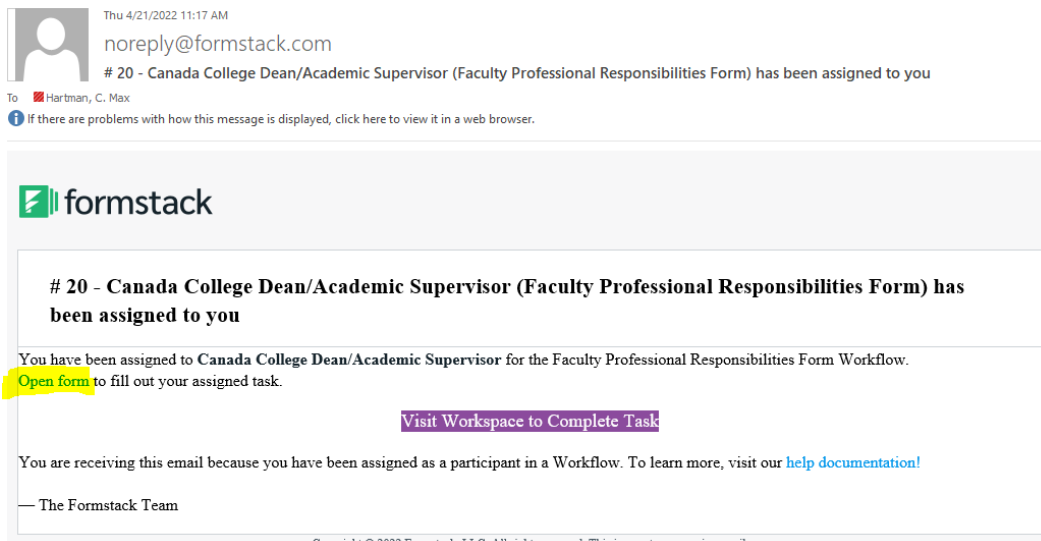
Cumulative Points

See your cumulative points below. The form will prevent you from submitting a plan with less than 4 points however your actual minimum may be higher than 4.

Cumulative Points for Professional Responsibilities

5.0

Save and Resume Later

Submit Form

The dean will receive a notification in their email that a Faculty Professional Responsibilities Form has been submitted. Once received, the dean will click on the blue "Open form" link to review the submitted form. I've highlighted that link in the image below. **Do not click on the purple box that says Visit Workspace to Complete Task**:

Thu 4/21/2022 11:17 AM
noreply@formstack.com
20 - Canada College Dean/Academic Supervisor (Faculty Professional Responsibilities Form) has been assigned to you

To   Hartman, C. Max
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

formstack

 # 20 - Canada College Dean/Academic Supervisor (Faculty Professional Responsibilities Form) has been assigned to you

You have been assigned to **Canada College Dean/Academic Supervisor** for the Faculty Professional Responsibilities Form Workflow.
Open form to fill out your assigned task.

Visit Workspace to Complete Task

You are receiving this email because you have been assigned as a participant in a Workflow. To learn more, visit our help documentation!

— The Formstack Team

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The dean will review the submitted plan and determine if the plan is approved, or if it needs to be resubmitted.

If the plan needs to be resubmitted, the dean will indicate what needs revision in the comment box.

Approval Status

Status *

◯ Approved

🔘 Resubmit

Comments: *

Please indicate the faculty you are planning to evaluate.

If you select needs revision; please indicate your reasoning here.

Save and Resume Later

Submit Form

If the plan is returned for resubmission the faculty member will receive an email from Formstack.

Submitted at 04/29/22 9:00 AM

First Name:	C. Max
Last Name:	Hartman
Email:	hartmanmax@smccd.edu
College:	Cañada
Cañada College Dean/Academic Supervsor:	hartmanmax@smccd.edu
Faculty Type:	Counseling Faculty (5 Points Required)
Check a box below for each evaluation or tenure review committee you plan to serve on in the coming year. List the faculty committees you plan to serve on in the field below.:	3
Check a box below for each curriculum or program activity you plan to complete in the coming year. List these activities in the field below as applicable.:	.50 .500 .5000 .50000
Cumulative Points for Professional Responsibilities:	5.0
Status:	Resubmit
Comments::	Please indicate the faculty you are planning to evaluate.

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The faculty member will then need to submit a new plan and address the comments from their dean.

Once a plan is approved, the dean and faculty will receive an email confirmation that shows all of the activities identified in their plan. Note, the point values may include a number of zeros after the decimal place. These decimals do not change the point value of the plan:

Thu 4/21/2022 11:38 AM
noreply@formstack.com
Faculty Professional Responsibilities Form

To   Hartman, C. Max

If there are problems with how this message is displayed, click here to view it in a web browser.

Submitted at 04/21/22 11:38 AM

First Name:	C. Max
Last Name:	Hartman
Email:	hartmanmax@smccd.edu
College:	Cañada
Cañada College Dean/Academic Supervsor:	hartmanmax@smccd.edu
Faculty Type:	Counseling Faculty (5 Points Required)
Check a box below for each hiring committee you plan to serve on in the coming year. List the hiring committees you plan to serve on in the field below.:	2 2.00
Please list the hiring committees you are planning to serve on below.:	Tenure track promise counselor hiring committee. Dean of Enrollment Services hiring committee.
Check a box below for each professional responsibility, list these responsibilities in the field below as applicable.:	.5 .50000000000000000000000
Please provide any additional information regarding the identified other Division, Department, College, or District Professional Responsibilities as applicable. :	Other professional responsibility: Representing the Cañada Counseling Division at the Western Regional Counseling Faculty Talent Show and Chili Cook Off.
Cumulative Points for Professional Responsibilities:	5.0
:	Approved
Comments::	