



Academic year: 2024-25

### Taft College Full Time Faculty Committee Assignment Request Form

Please submit the Committee Assignment Request form to the Office of Instruction by **April 28th**.

Name \_\_\_\_\_  
(Please print)

- \_\_\_\_\_ I will serve on two committees. My committee preferences are indicated below.
- \_\_\_\_\_ I will serve on one committee and am requesting Alternative Committee Service. [Check the Alternative Assignment box and at least one preferred committee; complete the alternative assignment request]
- \_\_\_\_\_ I serve as a Dental Hygiene faculty member (~~Dental Hygiene Committee – as listed on committee assignment sheet~~); I will serve as a Chair or Co-chair on one committee. [Check the chaired preferred committee]

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**Eligible Committees:** AEER approved committees; in general, approved committees meet once a month or a minimum of ten (10) hours during the academic year.  
~~Serving as a Dental Hygiene faculty is equivalent to two committee assignments.~~  
~~Serving as a Chair or Co-chair on one committee is equivalent to two committee assignments.~~

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**Legend:** (Academic Senate – Ac Sen) (Governance Council – Gov. Council) (Operational group - Operational) (Faculty Union - TCFA)  
**Position Requirement - If you hold a position that requires you to serve on specific committees:** Check the box for *all* committees required by your position(s).  
**Preferred Committee - If you do not hold a position that requires you to serve on specific committees:** Check the box for all committees on which you are interested in serving. Mark all committees on which you are interested in serving. Indicating a preference does not guarantee you be assigned to that committee; final committee assignments reflect multiple consideration factors. Marking multiple committees as *preferred* does not commit you to serve on more than two committees.

Position Requirement	508 Oversight Committee [Operational]	Position Requirement	Dual Enrollment [Ac Sen]
Preferred		Preferred	
Position Requirement	<del>Abilities Partnership Team [Operational]</del>	Position Requirement	Equal Employment Opportunity Advisory Committee [Operational]
Preferred		Preferred	
Position Requirement	Academic Development Committee [Ac Sen]	Position Requirement	Facilities [Operational]
Preferred		Preferred	
Position Requirement	Academic Policies & Procedures [Ac Sen]	Position Requirement	Faculty Professional Development Committee [Ac Sen.]
Preferred		Preferred	
Position Requirement	Academic Senate Council [Ac Sen; elected representatives only]	Position Requirement	Financial Aid Committee [Operational]
Preferred		Preferred	
Position Requirement	Admissions and Attendance [Operational]	Position Requirement	Governance Council [Division chairs & Ac Sen Pres.]
Preferred		Preferred	
Position Requirement	Budget Committee [Gov. Council]	Position Requirement	Hall of Fame Committee [Operational]
Preferred		Preferred	
Position Requirement	Career Technical Education [Ac Sen]	Position Requirement	<del>Health Benefits Committee [Operational]</del>
Preferred		Preferred	
Position Requirement	Curriculum and Gen. Education [Ac Sen]	Position Requirement	Information Technology [Operational]
Preferred		Preferred	
Position Requirement		Position Requirement	Safety Committee [Gov. Council]
Preferred		Preferred	

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Preferred	<del>Curriculum Technical Review</del> {Operational}	Preferred	
Position Requirement	<del>Data Standards Committee</del> {Alternative}	Position Requirement	Strategic Planning Committee [Gov. Council]
Preferred		Preferred	
Position Requirement	<del>Dental Hygiene Committee</del> {Operational - Dental Hygiene faculty only}	Position Requirement	Student Learning Outcomes Assessment Steering Committee [Ac Sen]
Preferred		Preferred	
Position Requirement	Distance Learning and Education [Ac Sen]	Position Requirement	Student Enrollment Management [Gov. Council - formerly Access and Student Success committees]
Preferred		Preferred	
Position Requirement	<del>Diversity, Equity, Inclusion and Accessibility</del> [Gov. Council]	Position Requirement	Taft College Faculty Collective Bargaining [TCFA; elected representatives only]
Preferred		Preferred	
		Preferred	Requesting Other Alternative Service - [Additional information required. Complete the request below.]

Taft College Full Time Faculty Request for Alternative Committee Service Form

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Describe the nature of the alternative service for which you are requesting approval. Enter the information in the area below and/or attach document(s). Provide enough information so that your request may be evaluated for approval by the supervising Vice-President.

If your request for Alternative Committee Service is approved by the supervising Vice-President, a copy of this form will be returned to you. (Note: A minimum of ten (10) hours of Alternative Committee Service is needed to fulfill one committee assignment. Alternative Committee Service must be completed by the end of the current academic year.)

Possible examples of Alternative Committee Service include but are not limited to the following: Service on the institution work group such as DEIAA and Curriculum Tech Review; multiple campus committees that meet less than once a month, service on accreditation committees, new program development, and special projects.

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Description of Alternative Committee Service: (include the number of hours necessary to complete the alternative service; add attachments as needed)

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Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Committee Contract Requirement Assignment: \_\_\_\_\_

Academic Senate President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice-President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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