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| Academic Senate Committee Inventory Tool |
| 1. Description and explanation of committee
	1. purpose
	2. role and responsibilities
	3. reporting structure within the organization of the college
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| 1. Current Chair
	1. name
	2. title
	3. department
	4. employee classification
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| 1. Chair duties and selection process
	1. description of role and responsibilities
	2. length of service
	3. rotation process
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| 1. Faculty committee members duties and selection process
	1. description of roles and responsibilities
	2. length of service
	3. rotation process
	4. adjunct faculty membership information (Are faculty memberships open to both full and part time faculty? Is there a specified “Adjunct Faculty” membership seat? Are adjunct faculty paid for their service?)
	5. name of current Adjunct Faculty member(s)
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| 1. Current faculty membership
	1. faculty member names and departments
	2. dates of service for each (start and end)
	3. identification of Academic Senate representation
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| 1. Administrative support
	1. description of roles and responsibilities
	2. funding source for administrative support
	3. name and department of current administrative support personnel
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| 1. Associated Reassigned Time Information
	1. description of associated re-assigned time
	2. funding source for re-assigned time
	3. length of reassigned time service
	4. process and procedures for rotating on and off reassigned time, posting of open positions, filing/hiring for open positions
	5. policies regarding who can and cannot assume re-assigned time positions
	6. faculty serving in re-assigned time roles with associated committee service (w/ start and end dates)
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| 1. Budget, associated funding sources, and/or associated college plan
	1. budget description
	2. committee costs
	3. funding sources
	4. plan associated with committee
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