

CBA Tip: *Institutional Service*

As full time faculty, we are obligated by virtue of our contractual workloads to provide 5 hours of Institutional Service weekly out of our 40 hour full time load. Obviously, we don't always do exactly 5 hours each week- some weeks may be more and some less, but our obligation remains. We owe it to each other as professionals and colleagues to do our fair share of this work.

In our CBA, Institutional Service Hours are defined as *hours engaged in institutional administration, governance, and development via college committee, Academic Senate, Faculty Assembly or departmental work, conducting evaluations for full-time faculty members, curriculum development, faculty meetings, or the equivalent, in addition to any such duties assumed by virtue of reassignment*. At a robust and productive FA Council meeting with Senate Leadership, we discussed these institutional service hours and how we meet this obligation. The consensus was that it is met through a combination of departmental work, committee work, or other institutional initiatives. This participation in institutional service ensures that as faculty we are exercising our rights as related to 10+1 and are guiding the future and vision of the college. This work is critically important and one which we as full time faculty should fully embrace.

As full time-time faculty, we are evaluated on our Institutional Service Work as one of the five key criteria of evaluation:

5. Participation in institutional service and collegial governance. This may include:

- a. Active involvement in a fair share of committee work or leadership roles (e.g., governance councils, advisory committees, ad hoc committees, task forces, and accreditation standards groups);
- b. Active involvement in department or program functioning (e.g., sub-committee work, program review, and participation in Student Learning Outcomes assessment processes); and
- c. Providing service in student organizations and activities, including district sponsored student success initiatives and outreach activities.

We should all think of our institutional service as a critical part of our service to the college and to each other. This is a key difference that separates our work from Associate Faculty who have no obligation for this service. As you consider your commitment to how you will fulfill your institutional service, please consider consulting with your department chair and colleagues as well as your dean to discuss how your institutional service can best support program needs and initiatives.