

## Shared Governance Release Time / Additional Responsibility

*NOTE: These are for the Academic Years 2024-25 and 2025-26*

### College Senate (Framework proposal , approved 3/2024)

College Senate Compensation/Release Time Allocation	Hours Per Academic Year per framework	Hours per semester (/2)	Hours per week per semester (/16)	# of credits equivalent per semester
Professional/Classified Staff Senator	126	63	3.9	n/a
Faculty Senator	126	63	3.9	1.3
Committee Chair	144	72	4.5	1.5
Senate Officer	162	81	5.1	1.7
Senate President	1440	720	45.0	15.0

#### Hour Distribution

Hours allocated for Meetings: (9 meetings \* 4 hours)    36  
 Meeting Preparation during week of meetings: (9\*2)    18  
 Campus Advocacy/Representation: 1 hr per week (9\*4): 36  
 Up to 3 committees/councils/taskforces compensated: (3\*1\*9) 27  
 Communication with Campus 1 hour per meeting = 9

Senators:  $36+18+36+27+9=126$  hours for 9 meetings =  $126/9=14$  hours per mo = 3.5 hours per week

Committee/Council Chair:  $126+18=144/9=16$  per month = 4 hours per week

Executive Council:  $144+18=162/9=18$  per month/4.5 hours per week

President: Full release from full time responsibilities to manage statewide, senate activities and related senate/shared governance work.

**Curriculum Congress (per semester) Proposal approved 5/24**

College Curriculum Congress Compensation/Release Time Allocation	Hours Per Academic Year per framework	Hours semester (/2)	Approved AY 2023- Time commitment	Approved AY24 AR/RT time	Approved AR/RT time
Professional/Classified Staff	228	114	NA	NA	<b>7 hours/week (114/16)</b>
Faculty Representative	228	114	up to <b>35 hrs</b>	1 credit RT/sem or 3 hr AR/sem	<b>3 credit RT/sem or 9 hrs AR/sem</b>
Sub-Committee Chair	36	18	NA	NA	<b>1 hr RT or 1/3 credit RT</b>
Curriculum Congress Officer	408	204	up to 132.5 hrs (5 months * 26.5 hrs/month)	3 credit RT/sem or 9 hr AR/sem	<b>6 credit RT/sem or 9 hrs AR/sem + 3 credit RT</b>
Curriculum Congress Chair	708	354	NA	NA	<b>12 credit RT/sem m or 9 hrs AR/sem +9 credit RT</b>

**SDCs (per semester)**

- 1st Friday of each month from 9-11:30am
- January – May
- 4 scheduled meetings for 2.5 hrs each

SDCs	Scheduled meetings	Estimated time outside of meetings	Total estimated AR/RT time
<b>Chairs</b>	<b>10 hrs</b> (4 meetings * 2.5 hrs each)	<b>up to 80 hrs</b> (5 months * 16 hrs/month)	<b>up to 90 hrs</b> = approx. 2 credit RT/sem or 6 hrs AR/sem
<b>Other members</b>	<b>10 hrs</b> (4 meetings * 2.5 hrs each)	<b>up to 22.5 hrs</b> (5 months * 4.5 hrs/month)	<b>up to 32.5 hrs</b> = approx. 1 credit RT/sem or 3 hrs AR/sem

**SACCs (per semester)**

- 2nd Friday of each month from 9-11:30am
- January - May
- 4 scheduled meetings for 2.5 hrs each

SACCs	Scheduled meetings	Estimated time outside of meetings	Total estimated AR/RT time
<b>Chairs</b>	<b>10 hrs</b> (4 meetings * 2.5 hrs each)	<b>up to 35 hrs</b> (5 months * 7 hrs/month)	<b>up to 45 hrs</b> = approx. 1 credit RT/sem or 3 hrs AR/sem
<b>Other members</b>	<b>10 hrs</b> (4 meetings * 2.5 hrs each)	<b>up to 12.5 hrs</b> (5 months * 2.5 hrs/month)	<b>up to 22.5 hrs</b> = approx. 0.5 credit RT/sem or 1.5 hrs AR/sem

**General Education Committee (meetings TBD -suggested monthly) per semester**

Curriculum Congress	Scheduled meetings	Estimated time outside of meetings	Total estimated AR/RT time
<b>Co-chairs</b>	<b>12.5 hrs</b> (5 meetings * 2.5 hrs each)	<b>up to 120 hrs</b> (5 months * 24 hrs/month)	<b>up to 132.5 hrs</b> = approx. 3 credit RT/sem or 9 hrs AR/sem
<b>Other members</b>	<b>12.5 hrs</b> (5 meetings * 2.5 hrs each)	<b>up to 22.5 hrs</b> (5 months * 4.5 hrs/month)	<b>up to 35 hrs</b> = approx. 1 credit RT/sem or 3 hrs AR/sem

**Release Time / Additional Responsibility Guidance**

Release arrangements will be determined through mutual agreement between governance members, their direct supervisors, and relevant deans. The release for governance-related responsibilities is aligned with statewide governance duties and obligations.

**Professional/Classified Staff: Release, Comp Time, EA Contract/Overtime, Hiring an EA**

Release is adjustments made to work responsibilities and expectations that do not adversely impact the relationship between an elected governance representative and their colleagues. Senate work and responsibilities become part of their regular schedule. When a governance

representative is released from expectations and responsibilities from their job-related duties, they are provided time to attend meeting with no interruptions or job-related duties. In addition, they are provided additional time during their regularly scheduled hours to accomplish remaining work commensurate with hours and role (Senator, Committee Chair, SDC representative etc).

Comp time is hours worked beyond regularly scheduled hours on duties and responsibilities commensurate with role. Comp Time is recorded on timesheets and used in accordance with their CBA.

EA Contracts/Overtime are the final options for Professional/Classified staff for the hours specified by a governance representative's role in Senate. Hiring an EA to cover the time and duties for Professional/Classified staff requires the CEO's approval.