

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)

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

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
Chairs	10 hrs (4 meetings * 2.5 hrs each)	up to 80 hrs (5 months * 16 hrs/month)	up to 90 hrs = approx. 2 credit RT/sem or 6 hrs AR/sem
Other members	10 hrs (4 meetings * 2.5 hrs each)	up to 22.5 hrs (5 months * 4.5 hrs/month)	up to 32.5 hrs = 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
Chairs	10 hrs (4 meetings * 2.5 hrs each)	up to 35 hrs (5 months * 7 hrs/month)	up to 45 hrs = approx. 1 credit RT/sem or 3 hrs AR/sem
Other members	10 hrs (4 meetings * 2.5 hrs each)	up to 12.5 hrs (5 months * 2.5 hrs/month)	up to 22.5 hrs = 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
Co-chairs	12.5 hrs (5 meetings * 2.5 hrs each)	up to 120 hrs (5 months * 24 hrs/month)	up to 132.5 hrs = approx. 3 credit RT/sem or 9 hrs AR/sem
Other members	12.5 hrs (5 meetings * 2.5 hrs each)	up to 22.5 hrs (5 months * 4.5 hrs/month)	up to 35 hrs = 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.