

**B.5.3.2 (Procedure) Faculty Input Process of District Policies and Procedures to Strategic Leadership Team and Chancellor**



**A L A M O  
C O L L E G E S  
D I S T R I C T**

Responsible Department: Legal Services  
Based on Board Policy: B.5.3 – Board Policies  
Adoption: 1-25-22

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**PURPOSE AND SCOPE**

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The following procedure outlines the process for ensuring the faculty component of stakeholder input on new or revised Alamo College District Policies or Procedures as referenced in Board Policy B.5.3. Referrals for faculty recommendations shall be made from the District Policy & Procedure Advisory Council established by Procedure B.5.3.1 as described herein.

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**DEFINITIONS**

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1. The District Policy & Procedure Advisory Council (PPAC) shall refer proposed new or amended Policies and Procedures to the processes of this procedure for consideration and recommendations when those Policies or Procedures “Request Faculty Input,” all as defined and described below.
  2. Rubric: A new or revised Policy or Procedure is defined to “Request Faculty Input” when it directly involves: (i) teaching, (ii) faculty advising and mentoring, (iii) the facilitation of learning, such as modes of delivery, curriculum, (iv) the role of faculty in student success and campus life, (v) use of technology required by faculty, (vi) faculty assignments, (vii) faculty development, or (viii) faculty advancement.
  3. Faculty members of PPAC are defined as the United Faculty Senate (“UFS”) President or designee & the District Council of Chairs (“DCOC”) Chair or designee.
  4. Days means College District working days, excluding holidays and breaks.
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**DISTRICT FACULTY POLICY/PROCEDURE ROUTING**

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1. Determination of Request of Faculty Input  
The UFS President member of PPAC will apply the above rubric (Definitions #2) to determine the request of faculty input. Drafts of new or revised policies or procedures determined to Request Faculty Input by application of this rubric shall be routed by the UFS President and DCOC Chair to obtain faculty input through the process outlined below.

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2. Review Process Start Date

The process of review includes a recommended start date. The start date for the review process will be the beginning of week three for both the 16-week Fall and Spring Semesters as defined by the District Academic Calendar.

3. Timeline

The timeline for a Standard Process of faculty review of new or revised policies or procedures will be 35 days or less. The timeline for Fast Track faculty review will be up to 10 days or less. These timelines are measured from the date of determination Request Faculty Input.

4. Circulation Cover Page

The responsible party drafting the new or revised policy or procedure completes a cover page to accompany the draft as it circulates for commentary and input. This cover page explains context for recommendations and pertinent details about the draft. Drafts of revised policies or procedures submitted for review shall use tracked changes identifying changes in the proposed draft.

5. Cycles of Review

Any new or revised policy or procedure will go through no more than two cycles of review unless additional cycles are authorized by the Chancellor. Any requests for a faster timeline would need to fit into the Fast Track provisions detailed in this procedure.

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**STANDARD REVIEW PROCESS**

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If the UFS President determines that a draft new or revised policy or procedure Requests Faculty Input as defined in this procedure, the UFS President and DCOC Chair shall route it to the colleges for faculty review no later than the Review Process Start Date.

Two Faculty Groups Review the Draft

1. Faculty Senates and all full-time and part-time faculty at each College
2. Faculty Chairs at each College (via the District Council of Chairs)

The review occurs by the Senates and Faculty Chairs soliciting and acquiring feedback on the draft. Faculty feedback is compiled and summarized within the given timeline detailed below. The UFS then creates its own Summary Report, which synthesizes and presents all feedback. This report is presented to the PPAC for consideration and forwarded to the Strategic Leadership Team for review and consideration.

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The steps and timeline for this review process are detailed below:

1. If the UFS President determines the draft Requests Faculty Input, it is routed to the college Faculty Chairs and Faculty Senates within five days.
2. The college Faculty Senates send out the draft to all faculty for feedback within five days.
3. Faculty Chairs and faculty at each college review the draft and submit their feedback within ten days.
4. Faculty Senates and Chairs at each college compile this feedback into a report and submit it to the UFS within five days.
5. The UFS President compiles the Chair and faculty feedback from the five colleges to create a Summary Report within five days.
6. The UFS President presents its written recommendations from the Summary Report to the PPAC within five days.
7. The District Ethics, Compliance, and Policy Officer (CO) will forward PPAC recommendations to the Chancellor for consideration. The Chancellor, at his/her discretion, may request additional input from PPAC, selected individual members or the policy owner before making a final determination. If Chancellor-approved changes to the draft fully concur with the recommendations in the Summary Report of the PPAC UFS President, no further faculty review is required. If Chancellor-approved changes do not fully concur with the recommendations in the Summary Report of the PPAC UFS President, a new fast track cycle of faculty review or a direct feedback report to the Chancellor is authorized.

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**FAST TRACK REVIEW PROCESS**

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Expedited review may be required for time-sensitive issues, for example, due to legislative changes, accreditation standards changes, Board-requested changes to drafts presented to the Board consistent with this procedure, or compliance-based issues. When a new draft or policy or procedure change requiring expedited review as confirmed by the Chancellor is drafted and routed to the UFS via the UFS President, the UFS will then solicit feedback directly from faculty at all colleges following a significantly condensed timeline. The UFS President will then compile this feedback and make written recommendations to the PPAC.

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The steps and timeline for this fast-track review process are detailed below:

1. A draft new or revised policy or procedure is submitted to the UFS by the UFS President. The UFS then routes the draft to the college Faculty Chairs and Faculty Senates who distribute the draft to all faculty for feedback within two days.
2. Faculty Chairs and faculty at each college review the draft and submit their feedback to the UFS within four days.
3. The UFS President compiles the Chair and faculty feedback from the colleges and presents its written recommendations from the compiled Chair and faculty feedback to the PPAC within four days, following which Standard Review Process item 7 hereinabove applies.

This process shall be completed within ten days.

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**FINAL REPORTS**

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The UFS will communicate to faculty at their respective colleges the final version of new or revised policies and procedures. If after receiving faculty feedback under this procedure about a new or revised policy or procedure referred as determined to Request Faculty Input the Chancellor makes a final determination about (i) a new or revised procedure, or (ii) a recommendation to the Board of Trustees regarding a new or revised policy, that fails to address faculty concerns or that differs materially from faculty feedback, a formal written response may be made by the UFS to the Chancellor.