



People, Culture and Technology Services

Employee Relations Department

Labor Relations | Compensation | Classification | Professional Development

AFT Adjunct Shared Governance: Committee Service Form

Instructions:

1. Please complete this form in conjunction with your committee chair.
 - a. One (1) separate form must be completed and signed for each committee that you are serving on.
 - b. Eligibility is contingent upon completion of this form and service rendered.
2. Once complete, Submit to your Academic Senate President for review/approval
3. If approved by Academic Senate president, forward to your Supervisor/Manager for review/ approval
4. Once approved and signed off by both Academic Seante Preseident/Desigee and Supervisor/Manager signs off, email completed form to your Administrative Services Office and to sdccdhrcompensation@sdccd.edu.
5. Dean's office to assign the Shared Governance assignment in Campus Solutions.
 - a. Job Code A6990 for College
 - b. Job Code B6990 for Continuing Education
 - c. GL = 1110-74210-603000-1401
6. Accept your assignment in Campus Solutions.
7. Done. Complete this form every semester. One (1) separate form needs to be completed per separate committee of service. Payment will be executed at end of semester, when work is complete and we receive notification from the Administrative Services Office via excel template.

Please complete the following:

Employee Name: _____

Employee ID#: _____

Committee in which you are serving: _____

Committee chair/ Department manager: _____

Semester/ year/ location: _____

Days and times committee meets: _____

Total projected # of hours to be served for the semester: _____

Academic Senate President/designee Signature

Date

Direct Supervisor/Manager's Name

Direct Supervisor/Manager's Name Signature