

May 3rd, 2024

To: Shane Burgess- Vice President of ALVSCE and Dean of CALES

Re: ALVSCE Faculty Council Summer Shared Governance Plan 2024

Dear Vice President and Dean Burgess,

The purpose of this memo is to clarify the ALVSCE Faculty Council's plan for engagement in shared governance during the summer. Summer is defined in this document as the period beginning one week after the final day of school in May and ending one week before the first day of classes in August.

1. During the summer, the ALVSCE Faculty Council will engage with issues that are of significant interest or concern of the faculty or in response to requests for advice or recommendations by the Dean, when those issues are extraordinary and require advice, response, and/or action during the summer.
2. The ALVSCE Faculty Council Chair and Vice-Chair will remain the first point of contact for inquiries and requests from CALES Administrators, including the Dean. The Chair and Vice-Chair will determine whether the inquiry or request is for business that must be addressed by the Faculty Council during the summer, and if a meeting of the Faculty Council is required.
3. The ALVSCE Faculty Council Chair and Vice-Chair will notify council members of any matters that require consultation from the council.
4. In the event that council members are asked to engage in extraordinary summer business at the request of the Dean, Faculty Council Members will be eligible to request supplemental compensation for work performed, following the standard procedures for requesting approval of supplemental compensation.
5. The Faculty Council Charter will guide the council's work during the summer and the 2023-2024 Faculty Council Members will serve until August 19, 2024.

Thank you for your commitment to shared governance,

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