

ARTICLE 16

FACULTY ADVISORY COMMITTEE

16.1 Definition:

The Faculty Advisory Committee (FAC) is a committee of the principal and elected representatives and chaired by the principal for discussion of curriculum, instruction and other school site issues as deemed necessary by any member of the committee.

16.2 Purpose:

The purpose of the committee is to discuss curriculum and instruction issues which directly affect the school including the development of the master schedule, curriculum development, school instructional site budget, open house and other topics specifically related to curriculum and instruction as determined by the principal and members of the committee.

16.3 Composition of the Faculty Advisory Committee (FAC):

A. The FAC will be composed of the principal, who will be the chairperson, and representatives who have been selected by their respective instructional department from:

1. English
2. Math
3. Social Behavioral Science division
4. Special Education
5. Bilingual Education
6. Science department
7. World Languages (high schools only)
8. Physical Education (middle/junior high school only)
9. The remaining departments will select the at-large committee members (two [2] for high schools and two [2] for middle/junior high schools)
10. A member from the counseling department
11. The Association selected site representative shall serve as a regular member of this committee

B. For the purposes of this section a bilingual course is defined as one that is identified in the master schedule as bilingual, or ELD. Any teacher who has at least one (1) bilingual or one (1) ELD class may elect to be represented by the bilingual education representative for FAC voting purposes. In the event that there are no bilingual classes at a site, or there is no representative for bilingual education, than any unit member at the site who holds a bilingual credential may volunteer to represent the department. In the event a teacher elects to be

identified as represented by the bilingual education representative, he or she shall not participate in the election of other FAC representatives.

- C. Special Education and Bilingual Education representatives shall not be added to the FAC of Palomar High School or other alternative education programs.
- D. Bargaining unit members in all other departments select the at-large committee members only.
- E. Individuals whose assignments are composed of three (3) or more assignments in an at-large area select at-large committee members only. Such individuals may not vote with the above specifically listed departments even if they have an association with a particular department and prefer to be considered part of the department.
- F. Individuals with split assignments such as two (2) English, two (2) Social Science, and one (1) Math will have a choice of belonging to the English or Social Science Departments for voting purposes. A unit member with this type of assignment may not be nominated as an FAC representative unless no other member of the department has more than two (2) assignments within the department.

16.4 Selection of Committee Members:

The FAC will be selected by the end of the third week of semester I of each year. The principal working with the site representative of the Association shall conduct the election. The committee members will be democratically elected by their respective groups as listed in Section 16.3. Committee members cannot serve as a representative without being duly elected. Committee members begin to serve at the FAC meeting immediately following their election.

In order to be a nominee for their respective departmental area as defined in Section 16.3 above, a unit member must have at least three (3) assignments in the department or area that they are to represent. However, in the event that no unit member has three (3) assignments in a single department or area, he/she may be nominated from a department or area in which he/she has two (2) assignments. A unit member teaching bilingual education shall be excluded from these requirements if the unit member selects to be represented by the Bilingual Department as defined in Section 16.3.B.

If a vacancy develops after the initial election, the FAC shall have a special election to fill the vacant seat or seats. The same election procedures as outlined above will be followed.

16.5 Compensation:

The wages paid to elected members of the FAC shall be established in Appendix C-4.

16.6 Meetings/Procedures:

- A. Meetings will be held at least once a month and by mutual agreement as often as deemed necessary. The agenda(s) will be mutually developed by the principal and the members of the FAC. During the first and last meeting of the year, the FAC shall discuss the site's budget, including department allocations. The principal and/or members of the committee may invite resource people to attend meetings of the committee from time to time as necessary.
- B. Minutes of the FAC meetings shall be recorded by a person mutually selected by the committee and the principal. Published minutes shall be distributed to all staff members as soon as possible following the completion of the meeting. The person responsible for distribution of the minutes will endeavor to distribute the minutes of the previous meeting at least three (3) duty days prior to the next meeting. The minutes shall reflect the mutual concurrence of the principal and the committee members relative to the content of the minutes.
- C. The FAC will make recommendations to the principal regarding teaching assignments during the development of the master schedule.
- D. The master schedule for semester I shall be on the agenda and discussed at FAC meetings during March, April and May. The master schedule for semester II shall be on the agenda and discussed during November, December and January for schools following a traditional calendar and in October, November and December for schools following a year-round calendar.
- E. A draft master schedule for semester I, which contains all proposed assignments for the following semester's schedule, will be presented to the FAC during an FAC meeting no later than the third Monday in May.
- F. Bargaining unit members may appeal to the FAC for review of master schedule changes.

Bargaining unit members making the appeal may request from the FAC a written statement indicating the rationale for the committee's recommendation(s). The recommendation of the FAC shall be limited to the committee members.

Any written rationale shall be signed by the principal and the Association representative on the FAC.

The Superintendent and the Association shall each appoint four (4) members (or such other number as they mutually agree on) to serve on a joint committee to study the site governance structure (FAC, Site Leadership Team [SLT],

department chairpersons, etc.) This committee shall continue to meet at least annually and make a report to the bargaining teams following each meeting.