

## **DISCIPLINE LIST PROPOSAL PROCESS**

### **How Changes Are Proposed?**

There are two avenues for proposing changes: 1) through a local or district academic senate or 2) through a recognized organization\*. Although the process for new proposals remains the same, a procedure for resubmissions has been added. For more detailed information about the process, we highly suggest you review the document "Disciplines List Review Process", which can be accessed on our website at: <http://www.asccc.org/Publications/Papers/DisciplinesListReview2004.html>.

Each proposed change should be accompanied by a rationale and must have as its basis at least one of the following criteria:

1. changes within the profession or discipline
2. clarification or elimination of confusion and ambiguity
3. inclusion of new degrees
4. continual use of the equivalency process to hire under a specific discipline
5. assurance of the maximum degree of flexibility for the discipline while maintaining discipline integrity
6. other reason, as fully detailed and justified in the proposal

It is the responsibility of the initiator to include pertinent information concerning the proposed change. Failure to include a coherent rationale for the proposed change is grounds for rejection of the proposal.

### **New proposed changes may be submitted:**

- 1. Through the local/district senate**
  - a. Any faculty member may initiate a proposal to change the Disciplines List.
  - b. Local academic senates should engage in discussion regarding the proposals among its faculty.
  - c. Local academic senates must approve any/all recommendations before forwarding them to the Academic Senate Office. This local senate president must sign the Discipline List Revision Form.
- 2. Through a recognized discipline or professional organization**
  - a. Any member of the organization may initiate a proposal to change the Disciplines List.
  - b. The organization should hold hearings or engage in discussion regarding the proposals among its members.
  - c. The governing body of the organization must approve any/all recommendations before forwarding them to the Academic Senate Office. The president of the organization must sign the Discipline List Revision Form.

\*Recognized organization: an organization that is registered at the Chancellor's Office as representing a specific discipline, or a regional, state, national, or international organization with a formally adopted constitution or by-laws.

### **Previously proposed changes that were not adopted at a plenary session, may be resubmitted:**

Only if

1. a new justification and rationale are provided, *AND*
2. a resolution is passed at an Area meeting (prior to the second hearing in November 2010) to include the proposed change in the review and approval process, *OR*
3. through the regular resolution process at 2010 Fall Plenary Session, where the mover must seek approval at the Session to include the proposed change in the review and approval process.