**This email should be sent from the Academic Senate Committee on Committees email address. Each year the dates in this template needed to be updated and all the links reformulated that semester.**

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**Subject:** Application Form for Academic Senate Standing Committees

Dear

You have received this message because you are eligible to serve on a Standing Committee of the Academic Senate according to Article VII of the Bylaws of the Academic Senate. Each spring semester, eligible faculty and HEOs may volunteer for committee service for the following academic year. Your service on a Standing Committee is valuable to the College and the Committee on Committees invites you to indicate the Committees on which you would like to serve. The Committee on Committees will do its best to accommodate as many requests as possible. A list of "alternates" will be maintained and referred to as openings become available during the year.

**Please keep in mind that instructional staff members who wish to serve on the WID/WAC committee should have received training as a writing intensive instructor.**

Before you decide which committees you would like serve on, please refer to this webpage on selecting a standing committee of the Academic Senate:

[https://www.qcc.cuny.edu/governance/academicSenate/What\_Faculty\_need\_to\_know.html](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.qcc.cuny.edu%2Fgovernance%2FacademicSenate%2FWhat_Faculty_need_to_know.html&data=05%7C01%7CDSexton%40qcc.cuny.edu%7C52764166fe004e9a8c5708db219cfe06%7C6f60f0b35f064e099715989dba8cc7d8%7C0%7C0%7C638140730390603164%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=YQbNqj0hY5z%2FtZdq3aLF8NGMBHByXVPRaM0DL1ZofwQ%3D&reserved=0" \t "_blank" \o "Original URL: https://www.qcc.cuny.edu/governance/academicSenate/What_Faculty_need_to_know.html. Click or tap if you trust this link.). This webpage includes important information about each of the Committees including their charges and meeting *times*. Please note that many Committees meet at fixed times. Therefore, when making your selections, you should be certain you will be available to attend the committees' meetings.

Please also note that membership on Standing Committees is for three years, so if you are selected, your term would run from Fall \_\_\_\_\_ through Spring \_\_\_\_\_\_. The Committee on Committees and the Steering Committee of the Academic Senate strongly encourage you to serve your full term. Finally, there is no prohibition against applying to the same committee after completing your three-year term.

For additional information on the Standing Committees of the Academic Senate, please refer to Article VII of the Bylaws of the Academic Senate on the "Governance" section of Queensborough's website:

[https://www.qcc.cuny.edu/governance/academicSenate/asBylaws.html](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.qcc.cuny.edu%2Fgovernance%2FacademicSenate%2FasBylaws.html&data=05%7C01%7CDSexton%40qcc.cuny.edu%7C52764166fe004e9a8c5708db219cfe06%7C6f60f0b35f064e099715989dba8cc7d8%7C0%7C0%7C638140730390603164%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hK%2BNw714nQjz6yYVsI%2F5xoOZZaJatwXrc%2FrbrdxStYE%3D&reserved=0)

Below is a link to the application form. Please follow the instructions carefully and use the drop-down menus to indicate your selections in order of preference. You must submit your choices by the deadline of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in order for your selections to be considered. Please be sure of your selections before clicking Submit Application.

[**Apply Now!**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcunyqcc.iad1.qualtrics.com%2Fjfe%2Fform%2FSV_6hc6umPZWA0HWWq%3FQ_DL%3D5WXgwqbS6r9REAS_6hc6umPZWA0HWWq_CGC_pwbeE8bMLxjjSUz%26Q_CHL%3Demail&data=05%7C01%7CDSexton%40qcc.cuny.edu%7C52764166fe004e9a8c5708db219cfe06%7C6f60f0b35f064e099715989dba8cc7d8%7C0%7C0%7C638140730390603164%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7bHwYr5dk8clVnYvwemtmd9%2F%2Flh8l4l6uZhnsULmloI%3D&reserved=0)

If the link above does not work, you can click the link below or copy and paste the URL into your browser:

<https://cunyqcc.iad1.qualtrics.com/jfe/form/SV_6hc6umPZWA0HWWq?Q_DL=5WXgwqbS6r9REAS_6hc6umPZWA0HWWq_CGC_pwbeE8bMLxjjSUz&Q_CHL=email>

If you have any questions about this process, or if your current committee assignment is not ending and believe you have received this invitation in error, please contact me directly at **(Insert the Email Address of the Current Chair of the Committee on Committees).**

Do not forward or send this email to anyone, it is your personal application form.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair
Committee on Committees