

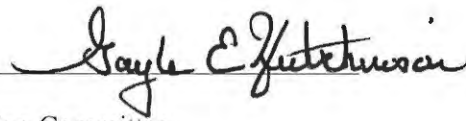


California State University **Chico**

Office of the President

Executive Memorandum 23-004

March 10, 2023

From: Gayle E. Hutchinson, President 
Subject: University Committee Nominating Committee

Upon the recommendation of the Academic Senate and with the concurrence of the Provost, I approve the University Committee Nominating Committee.

Policy Title:	University Committee Nominating Committee
Contact:	Academic Senate Office
Supersedes:	
Revision:	
Enabling Legislation or Executive Order:	Const. of Senate, Art. 6, Secs. 2 and 3

University Committee Nominating Committee (UCNC)

University Committee participation is a critical component of the shared governance of Chico State. Serving on university committees plays a critical role in decision-making, establishing and overseeing policy-making, ensuring accountability, and supporting the university's academic mission and strategic priorities. University committees also provide faculty with opportunities for university level service, vital in the development and success of the faculty member's academic career.

I. SCOPE OF THE UNIVERSITY COMMITTEE NOMINATING COMMITTEE

There are approximately 40 permanent university committees involved in advising the university administration of almost every area of decision-making on campus. The University Committee Nominating Committee solicits faculty volunteers and recommends faculty appointments to permanent university committees for consideration of the Executive Committee of the Academic Senate. The UCNC promotes balance in the organization of committees and diversity of perspective across the academic disciplines of the university.

II. POLICY

Reporting Structure

The University Committee Nominating Committee will report to the Executive Committee of the Academic Senate as necessary to fill University Committee vacancies.

Committee Structure

Three-year staggered terms

One faculty member from each college, including from Meriam Library, appointed by the Executive Committee of the Academic Senate, voting.

One-year term

Associated Students President, or designee (voting)

Staff Council Chair, or designee (voting)

Academic Senate Vice-Chair (non-voting)

Academic Senate Administrative Coordinator (non-voting, staff support)

The chair of the UCNC shall be elected from one of the faculty members at the last meeting of the academic year. The chair should be selected from faculty with at least one year of service on the committee.

III. RESPONSIBILITIES OF COMMITTEE MEMBERS

The Chair of the University Committee Nominating Committee will:

- In coordination with the committee staff support, maintain a Master List of Committee Appointments;
- Establish the UCNC meeting schedule for the year;
- Convene the first meeting of the UCNC by the end of fourth week of the fall semester;
- Set the agendas for each UCNC meeting;
- Coordinate with the committee staff support to develop and distribute Call for Nominations each spring semester;
- Notify Academic Senate Chair of recommended committee appointments;
- Communicate and report regularly to the Executive Committee of the Academic Senate;
- Notify Executive Committee of UCNC vacancies; and
- Keep notes on basic procedure and customs of the committee (the purpose is to onboard new members and new Chairs and act as a “turn-over file” of basic practice and experience to maintain continuity over time and to offer ideas to future committee members)

Faculty Members, Associated Students President, and Staff Council Chair of the University Committee Nominating Committee will:

- Make recommendations for appointments to university councils and committees for vacancies during the Spring semester Call for Volunteers committee membership selection process
- Solicit, as necessary, additional faculty volunteers to fill vacancies that arise unexpectedly throughout the year;
- Develop and update committee process documents, committee volunteer application forms; and
- Recommend updates to this policy to the Executive Committee of the Academic Senate as necessary.

Academic Senate Administrative Analyst/Specialist support will:

- Maintain the Master List of Committee Appointments to assist the committee in coordinating committee efforts;
- Coordinate with UCNC chair to develop and distribute Call for Nominations Form each spring semester;
- Assist Academic Senate Chair in sending out memo(s) that call for volunteers;
- Collect list of volunteers from Call for Nominations Form;
- Submit volunteer list to University Committee Nominating Committee Chair;
- Receive final appointment membership for all university committees;
- Track and log all faculty appointments on Master List of Committee Appointments sheet; and
- Track and log all deans' and Provost's appointees to committees on Master List of Committee Appointments sheet.

Academic Senate Vice-Chair will:

- Act as a liaison between the UCNC and the Executive Committee of the Academic Senate; and
- At the beginning of each academic year, if any permanent university committee has not selected a committee chair, the Academic Senate Vice-Chair will convene the committee as soon as possible. The Vice-Chair will facilitate the respective university committee chair selection and ensure the committee has established the work they will undertake over the next academic year.

IV. PROCEDURES

Work Cycle

Fall: Meet monthly to make recommendations to the Senate Executive Committee of faculty to fill Senate Committees as needed.

Spring: "Call for volunteers" to begin service in the following academic year shall be sent out from the Senate Office in late February for a three-week nomination period. The volunteer list is submitted to the Chair of the University Committee Nominating Committee by March 31st. Working from this list, the Committee shall deliver its recommendations for committee membership to the Executive Committee of the Academic Senate by April 15th, so that the Executive Committee can finalize committee membership by May 1st. The Academic Senate Office shall send appointment memos to all appointees by the end of the Spring semester for the following academic year.

Appointment Considerations for Committee Membership

- University committee membership should include members who are representative of a broad spectrum of disciplines and academic ranks.
- Specialized knowledge of committee members should be considered that would inform the work of committees.
- Faculty rank must be considered as appropriate for each committee as the guiding Executive Memorandum that authorizes the work of the committee dictates.
- University service should be distributed broadly across the committees; if a faculty member is already serving on multiple committees while other volunteers for a committee have fewer appointments, recommendation for appointment should be for the volunteer with the least committee appointments, if eligible to serve.

- Volunteers should disclose plans for sabbatical or other extended leave from the university that may impact service for each committee appointment. All temporary vacancies will be filled by the UCNC.

Committee Procedures

- The committee should maintain written provisions for continuing its work when new members join.
- The committee should maintain meeting minutes or notes, including a list of attendees and items discussed and acted on at each meeting.

*Please direct questions about this policy to **Academic Senate Office:** academicsenate@csuchico.edu

V.APPENDICES

1. Please see University Committee List:
http://www.csuchico.edu/fs/committee_list/index.shtml
2. See Rubric for Senate Documents: Minutes, Agendas, Membership
Through the cooperation of ITS and the Library, a Senate Documents workflow website will be established to capture data about Senate Committee work over the academic year to be stored and shared for access for the University community and future preservation.