



Procedure	Committee Nomination and Appointments
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Procedure Number:	102.20
Date Adopted:	6/2/61
Last Revision:	10/21/10, 9/22/16, 11/4,21
References:	Article III, Section 4(2), Bylaw III, A.2.b, UFA CBA
Approved by:	Executive Committee of the Faculty Senate

ECOS makes nominations to most university committees requiring faculty representation and appoints faculty to serve on standing committees of the Faculty Senate and the Committee on Service, Unit Standards Committee, and the University Appeals Committee as outlined in the CBA. The President appoints nominated faculty to University committees.

A communication is sent to Committee Chairs in March requesting information about vacancies for the following academic year.

The administrative associate creates a list of committee needs and sends a request for committee volunteers via email to permanent faculty with an FTE of .5 or greater three weeks prior to the end of the spring semester, allowing two weeks for faculty to respond. Faculty members may indicate a preference for several committees for which to serve via an electronic platform. The list of committee needs is linked to the committee charge and current membership. The list should include the normal meeting time / duration and outside meeting effort if known. The message will also include a question asking faculty whether they are willing to serve on a committee that is not preferred.

The administrative associate includes volunteer's names and departments on the list of committee needs. . The administrative associate reviews the list and notes preliminary nomination assignments with attention to balancing committee membership across disciplines and demographics when appropriate or required. The preliminary nomination assignments are edited by the Faculty Senate Chair. ECOS confirms nominations and appointments at the last meeting of the academic year and continues until most vacancies are filled.

If there are vacancies for which there are no volunteers, ECOS may send a request to elected senators, academic chairs and/ or academic deans to assist in nominations. Members of ECOS may contact faculty directly to recruit them for committee service.

A comprehensive list of committee nominations and appointments is sent to the President's Office. The administrative associate sends appointment and nomination letters copied to the appropriate administrator and the committee chair, if known. The President's Office sends university committee appointment letters.

