To: Chairs, Campus Academic Senates

From: David O. McNeil, Chair
Academic Senate CSU

Subject: Nominees for Faculty Trustee

On behalf of the systemwide Academic Senate, I request that you begin the process for seeking nominees for Faculty Trustee. Nominating materials must be received by December 10, 2004 and the Academic Senate CSU Faculty Trustee Recommending Committee will review campus nominations January 18-19, 2005. All senators will have an opportunity to review the confidential files of the candidates selected by the Recommending Committee at the Senate’s January 20-21 and March 10-11, 2005 meetings. As required by law, the full Senate will make its selection(s) of at least two nominees for the post of faculty trustee at its March 10-11, 2005 meeting.

Criteria and procedures for the selection of the faculty trustee nominees are attached as well as the list of required information for each nomination. Please note, we are requesting that four copies of each nominee's supportive material be sent to the Senate office no later than Friday, December 10. Please send to: Academic Senate CSU, 401 Golden Shore, Suite 139, Long Beach CA 90802-4210, attention: Ann Peacock.

Summary of Timetable:

December 10  Campus nominees' supportive material due to Academic Senate office, 401 Golden Shore, Suite 139, Long Beach 90802-4210
January 18-19  Senate Faculty Trustee Recommending Committee reviews documents; selects four candidates for review by full Senate
January 20-21  Full Senate reviews nomination materials
March 10-11  Full Senate elects two or more final candidates whose names will be forwarded to the Governor
Late Spring-Early Summer 2005  Governor appoints one candidate as CSU Faculty Trustee

FYI—The first faculty trustee was Robert Kully (Communication Studies, CSU Los Angeles), 1983-87; followed by Lyman Heine (Political Science, CSU Fresno), 1987-91; Bernard Goldstein (Biology, San Francisco State University), 1991-98; and Harold Goldwhite (Chemistry, CSU Los Angeles), 1998-2003. Kathleen Kaiser (Sociology, CSU Chico) is the current CSU faculty trustee. Professor Kaiser’s term began July 1, 2003.

Enclosures

c: Academic Senate CSU
CRITERIA FOR NOMINEES FOR FACULTY TRUSTEE

1. Candidates must be faculty members who are tenured at the California State University campus at which they teach currently and shall not hold any administrative positions other than department chair or equivalent.

2. Candidates shall have demonstrated records of excellence in teaching, professional achievement, and university service.

3. Candidates shall possess experience in academic governance in the California State University.

4. The appointed faculty trustee shall not be a member of the Academic Senate of the California State University. Should the faculty trustee be a member of the Academic Senate CSU at the time of appointment, that person shall resign from the Senate.

5. Questions as to definitions and eligibility shall be resolved by the Academic Senate CSU.

PROCEDURES FOR SELECTING TRUSTEE NOMINEES

1. These procedures shall be initiated at least one full academic term in advance of the time that Faculty Trustee nominations are to be made.

2. Each campus senate shall develop procedures for selecting eligible nominees. As at least one option, the procedures shall allow for nominations by petition. Each such nomination shall require the signed concurrence of at least 10% of the full-time teaching faculty or 50 such faculty members, whichever is less. The campus senate or council shall forward the names of all eligible nominees to the Academic Senate of the California State University by a date to be determined by the Academic Senate CSU.

3. The local senate chair shall forward for each nominee the completed faculty trustee nomination form and a current vita structured to the eligibility criteria, a one-page statement from the nominee expressing his or her views of the position, and a statement of commitment to serve. Names, addresses, and telephone numbers of five references shall be provided by the nominee.

4. The Academic Senate CSU Faculty Trustee Recommending Committee shall be composed of seven non-candidate faculty members. Five members shall be elected by and from the Academic Senate CSU in the manner of election to the at-large Executive Committee positions. No campus shall have more than one representative. Two additional members shall be selected by their local senates from two campuses chosen by lot from those not represented by the first five. The qualifications for these two faculty members shall be the same as eligibility for election to the Academic Senate according to its constitution and bylaws.

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The Academic Senate of the California State University shall elect these five members of the nominating committee at the September meeting of the Academic Senate CSU in the academic year in which the term of the present faculty trustee is to expire. The two additional members shall be selected in time to permit the committee to have its full composition by the succeeding (November) meeting of the Academic Senate CSU. The first member elected shall serve as chair of the committee.

The committee shall determine its own procedures for selecting candidates for nomination.

5. The Faculty Trustee Recommending Committee shall screen the original list of nominees and develop recommendations with supporting information.

The committee shall present four candidates for nomination to the Senate. The nominee recommendations of the committee shall be made available to the Academic Senate CSU at the January plenary session. The confidential files of these candidates shall be made available for review in the Senate office to members of the Academic Senate CSU at that time and at the plenary session in which the determination of the nominees is made. Unless otherwise determined by vote of the Academic Senate CSU, selection of nominees for the post of faculty trustee shall be made at the March meeting of the Academic Senate CSU immediately preceding the end of the tenure of the incumbent faculty trustee.

6. All academic senators of the Academic Senate CSU are eligible to vote.

7. The Academic Senate CSU, acting in executive session, chaired by the Chair, Faculty Trustee Recommending Committee, shall designate the final (two or more) nominees by secret ballot in the following manner, conducting as many votes as necessary:

The Senate shall be provided with ballots containing the names of all the forwarded candidates in alphabetical order.

Each senator may vote for as many candidates as he or she wishes in each voting round. Candidates become nominees in the voting round in which he or she obtains approval of at least two-thirds of the ballots of eligible voters. At the close of each voting round the names of nominated candidates shall be eliminated from further voting consideration.

Voting shall be continued by the procedures indicated above until at least a sufficient number of candidates (two) has been nominated to meet the legal requirements.

When that condition obtains, the Senate shall determine by majority vote whether it wishes to continue balloting. If the Senate chooses to continue, one further round of voting, one time, shall take place. Any candidate not nominated by these regular procedures is again eligible for nomination at this time. Any candidate receiving two-thirds of the votes of eligible voters in this round of voting is declared a nominee.

8. The Chair of the Academic Senate CSU shall forward the names of the designated nominees to the Governor.

Approved Unanimously March 4, 1988, as part of AS-1773-87/EX
INFORMATION REQUIRED FOR FACULTY TRUSTEE NOMINATION

Each candidate for the position of faculty trustee must submit a statement:

– that he/she is a tenured, teaching faculty member with no administrative position other than department chair or equivalent;

– of intent to serve the full two-year term if appointed by the Governor;

– of one-page length concerning her/his view of the position of faculty trustee;

– of experience in academic governance (may cross-reference with item 11 below to avoid duplication).

Each candidate shall submit the names, addresses, and telephone numbers of five references.

Candidates must submit vitae or resumes which shall include, as a minimum, the information requested on the guide below.

See Criteria, AS-1773-87/EX, March 4, 1988

Information submitted shall include the following:

1. Name
2. Department/Campus
3. Campus address (include office)
4. Campus telephone number
5. Home address
6. Home telephone number (with area code)
7. Academic training (please list all colleges/universities, degrees, and years received)
8. Academic honors, grants, and awards (include dates)
9. Employment Record
   a. Academic
   b. Other

10. Professional achievement

11. Service
   a. Department
   b. School or equivalent
   c. College/university level
   d. Other university service (including systemwide)
   e. Community (both immediate and extended)

12. Evidence of teaching excellence (Please note: The criteria require that candidates have demonstrated records of excellence in teaching, professional achievement, and university service.)

PLEASE SEND **FOUR** COPIES OF ALL MATERIALS TO:

Ann Peacock
Academic Senate CSU
401 Golden Shore, Suite 139
Long Beach, CA 90802-4210

All materials must be received in the Academic Senate CSU office **no later than 5 pm, Friday, December 10, 2004.** Materials received after this time cannot be considered.

Thank you.