

## Standard Operating Procedure

### SACUA Nominations and Appointments

Periodically throughout the year, SACUA is asked to suggest faculty for consideration to serve on University or Unit level committees, working groups, task forces, etc. SACUA is generally asked to provide three nominations. In some situations, SACUA makes a direct appointment. When not provided with the nomination or appointment request, the Faculty Senate Office will ask for a general description of the committee as well as the expected term of service and time commitment involved.

#### Nomination Process

Given that these requests are often sought on short timelines these standard operating procedures outline an expeditious process to identify the strongest candidates when requested. The entire process will be handled via email. **The process will take a minimum of one week to respond to a nomination request.**

1. The FSO will contact SACUA, appropriate Senate Assembly members, as well as two appropriate Senate Assembly committees to ask for suggestions for said committee. A general description of the committee, expected term of service, and estimated time committed will be provided, when possible. For the SACUA members, a direct link to a Google doc sheet for recording nominations will be shared. The Senate Assembly members and committees will be asked to reply through email. (two days)<sup>1</sup>
2. The FSO will send the full list of eligible names received to SACUA to see if there are objections to any of the suggested individuals due to eligibility. The nominations must be for currently active faculty, not retired faculty or staff members or faculty who have left the University. (one day)
3. The FSO will contact suggested faculty to ask if they are willing to have their name put forth for consideration. (two days)
4. The FSO office will share the list of willing faculty with SACUA with an Electronic Voting survey to rank the candidates, with a short biographical description provided for each candidate and a link, where available, to a personal faculty page. (two days)
5. The ranked list will be returned by the FSO Director or SACUA Chair to the Administrator asking for suggested names (soon after the SACUA vote closes).
6. The Faculty Senate Office will notify everyone nominated for SACUA consideration regarding whether they were selected as one of SACUA's nominees. Anyone that SACUA nominated will also be notified that their names are being sent forward to the requesting administrator's office, and that further information will be provided by that office. (one day)

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<sup>1</sup> Days listed in parentheses throughout this document are the minimum working days expected to be needed to complete a particular step in the process.

### **Appointments**

At the Chair's discretion or upon an affirmative vote by SACUA, the above process may be extended for appointments, in recognition that SACUA is the last step in the appointment process. So that candidates will submit a candidate statement for SACUA's consideration, the following additional steps will occur as part of step 3 above ("The FSO will contact suggested faculty to ask if they are willing to have their name put forth for consideration.") **The following additional steps will add a minimum of one week to the process:**

- 3a. The FSO will solicit from the SACUA membership suggestions on any content or questions that candidates ought to address in their candidate statement. (two days)
- 3b. The FSO will then summarize SACUA's feedback into draft language for a statement request to be shared with the candidates, and the FSO will submit that language to the SACUA Chair for review and revision. (one day)
- 3c. The FSO will then submit that proposed statement request language to SACUA for review. (one day)
- 3d. The FSO will contact suggested faculty to ask if they are willing to have their name put forth for consideration and to request a short candidate statement addressing the approved statement request (at least three days and depending on the complexity involved).

Approved by SACUA: 4/22/24