

# Senate Nominating Committee

## **Committee Membership:**

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 2(D)

The Faculty Senate elects six members of the faculty-at-large to serve staggered terms and the President/Provost appoints three members. The Committee elects its chair.

## **Committee Responsibilities:**

Per <http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 7(B), the Senate Nominating Committee shall serve as the nominating committee for all Senate Policy Councils and Senate Committees and for elected members of Joint Committees.

Upon the President's request, the Committee makes recommendations for presidential appointments.

## **Committee Instructions:**

For nominations, the Committee considers diverse representation from the entire University from all appropriate ranks and with special qualifications where required, including:

### **-Academic Freedom, Tenure, Professional Relations and Standards Committee (AFTPRS)**

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 4(A)

Nominees for membership on this committee are tenured faculty holding the rank of professor (or equivalent) or above.

### **-Honorary Degrees & Distinguished Awards Committee**

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 4(B)

Members, selected from diverse fields, hold the rank of professor (or its equivalent) or above and have strong records of teaching and research.

### **University Libraries Committee (ULC):**

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 4(C)

The faculty members on the Committee shall include at least one (1) Assistant Professor, one (1) Associate Professor, and one (1) Professor, and no more than two members from any academic unit.

## **Academic Personnel Board**

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Bylaws.pdf> Bylaw 20 (A)(2) (b)(2)

'The President will appoint ten members, five of whom will be selected from a slate of nominees elected by the Faculty Senate from the faculty at large. All faculty nominees must be senior-ranked faculty members with strong teaching and research records, selected from a variety of disciplines. Eligible faculty members are those who have attained the highest promotional rank in the faculty title series to which they are appointed and who do not also have an academic administrative appointment. Three times as many nominees as openings will be provided annually.'

-The Nominating Committee Chair, assisted by the Faculty Senate Secretary, contacts the President's designee/Associate Provost of Academic & Faculty Affairs to help identify the needs and number of open seats for the APB Orange and Blue teams (i.e. Health Science Center, IFAS, Education & General, etc.) and updates the online Council and Committee Nomination Form.

-The Senate will vote on the slate of nominees for Blue and for Orange and three names per opening is forwarded to the President's designee/Provost's Office.

The Provost will appoint from the nominees forwarded for Orange and Blue teams. (President's designee/Provost Office typically makes appointments in late summer/August.)

Orange Team – advises on tenure and promotion for tenure track faculty.

Blue Team – advises on promotions for non-tenure track faculty.

-All Council members and Steering Committee candidates must be Senators per

<http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Constitution.pdf> Article V, Section 7(A)

A major goal of the Nominating Committee is to foster a faculty fully committed to the service component of its teaching, research and service mission.

## Spring Committee & Council Elections Procedures/Timeline

### **Nomination Period:**

-In October or November, an annual call for nominations is sent to all faculty via email memo, the Faculty newsletter, etc.

-Nominations last approximately 3 months.

-Nominations close at 5 PM January 31<sup>st</sup>.

-The Nominating Committee Chair, the Faculty Senate Secretary, and the President's designee/Provost office share the nominating database.

Upon conclusion of nominations, the Senate office compiles a list of nominees and their qualifications for each Senate Council and Committees as well as a list of vacancies.

The Nominating Committee meets 2-4 times following the nominating period. Nominating Committee members are asked to appear in person for each approximately 3 hour meeting

-The President's designee/Executive Assistant to the Provost/Provost's Office) compiles the list of nominees for Joint and Presidential Committees as well as a list of vacancies.

These are sent to the Chair of the Nominating Committee no later than late February and ideally February 1<sup>st</sup>.

In February, the nominating committee begins meeting to create a slate of nominees for each committee/council for which Senate elections are held. The Nominating Committee strives to have competitive elections for all committees/councils. The committee meets 2-4 times

The elections should open April 1.

Three ballots are created by the Senate office (Council, Senate Committees, and Joint Committees) and made available to Senators online.

*Length of nomination period:* 2-3 months (October or November through January 31<sup>st</sup>)

*Length of election:* two weeks, with a reminder the week before elections starts

*Size of slate:* at least twice the number of nominees as available spaces (if possible)

Following the elections/in May the Nominating Committee forwards recommendations for appointment to joint and presidential committees to the President's designee/Executive Assistant to the Provost/Provost's Office)

Following the elections/in May, the Faculty Senate Secretary/Office emails electees to confirm their service and then sends the confirmed, winning names for Joint Committees to the President's designee/Executive Assistant to the Provost/Provost's Office.

## **General Timeline for Elections & Faculty Senate Election Procedures**

**Senate office holds group one elections according to this timeline**

***Deadline***                      ***Action***

Sept 1 Senate Office receives from Enterprise Reporting (Candice McCall - cmccall@ufl.edu) the names of eligible faculty

October 31 Senate Office meets with HR (Janet Malphurs) regarding Assistant In/ Associate In ranks. HR follows up with colleges to confirm with units which of the "ins" are faculty as certified by each unit.

November 15 Senate office determines number of allotted senators for each college. (see algorithm spreadsheet.)

January 1 Senate Office notifies Administrative Officers (Deans (or designee) and College Council Chairs) of the names of eligible faculty and the quotas of senators for the Academic Units.

Jan 15 Administrative Officers constitute nominating committees for their Academic Units pursuant to the guidelines set forth by the respective Academic Unit. Nominating committees should be representative of the areas of academic interest in the unit.

Feb 1 Nominating committees shall submit lists of nominees to the Administrative Officers.

In making the nominations, proportionate representation of academic areas within the Academic Unit shall be considered. Nominating committees shall nominate twice as many nominees as there are Senate seats to be filled.

March 15      Deadline: Administrative Officers shall circulate the list of nominees and summon eligible faculty to a meeting at which nominations shall be called from the floor.

April 1      Administrative Officers hold elections, or FS office opens electronic election for each unit (if asked)

April 15      Elections close.

April 20      Administrative Officers sends the results of the elections to the Faculty Senate office.

\*"Administrative Officers" are the heads of the Academic Units as defined in the University of Florida Constitution. The Administrative Officers with their respective Academic Units are: Senior Vice President for Agriculture and Natural Resources, Institute for Food and Agricultural Sciences (IFAS); deans, all colleges except the College of Agriculture (which is represented in IFAS); Dean, University Libraries; Director, Florida Museum of Natural History; and a designee of the Provost for the unit representing all faculty not otherwise represented in a college or other unit. (Group One).