

September 25, 2018

To: SJSU Faculty

From: Stefan Frazier, Ph.D.  
Chair, Academic Senate



Re: CSU Faculty Trustee Position Available

Dear SJSU colleagues,

One position on the CSU Board of Trustees is set aside for a faculty member (the Faculty Trustee), and I as Chair of the SJSU Academic Senate have been asked by the Academic Senate CSU (ASCSU) to submit the names of all qualified nominees from SJSU for this position by January 4, 2018.

The deadline for a completed SJSU nomination petition to be turned in to the SJSU Senate Office is **5 p.m. on November 16, 2018**. The following are adapted excerpts of University Policy S86-1 that outline the nomination process. That policy is also attached.

*Procedures for Nomination of Faculty Trustee Candidates*

*1. The procedure for nomination of San José State University faculty as candidates for the faculty seat on the CSU Board of Trustees shall be as follows:*

*Option 1 – Candidates may be nominated by petition signed by no fewer than fifty (50) teaching faculty. Such petition shall be filed with the elected Associate Vice Chair of the Senate [updated term for "Secretary], who shall verify the signatures. Teaching faculty means the faculty electorate, excluding part-time faculty and those listed in SJSU Senate Bylaw 1.2. [Excludes faculty in the General Unit, see Senate by-law 1.2.]*

*Option 2 – Each department may nominate, by majority vote of those qualified to vote in the nomination of a chairperson, one or more members of the department faculty as a candidate. The department*

*shall notify the Associate Vice Chair of the nomination(s).*

*Option 3 – [N.B. SJSU policy's option 3 is not permitted under CSU criteria.]*

*2. With each nomination there shall also be filed with the Associate Vice Chair [updated term for "Secretary"] a current curriculum vitae for each nominee structured to the eligibility criteria (see CSU Senate Policy AS-1468-84/EX), a one-page statement from the nominee, and names, addresses, and telephone numbers of five references.*

*3. The Associate Vice Chair shall report all nominations to the Executive Committee with the supporting papers. The Executive Committee shall verify from the papers filed in compliance with the CSU criteria. The names of all nominees found qualified shall be reported to the SJSU Academic Senate for information. At least two (2) weeks shall then be allowed for further nominations under any option.*

*4. The complete list of qualified nominees with the supporting papers shall be sent to the CSU Academic Senate.*

Attached please find the ASCSU cover letter, statewide nomination form, and SJSU Policy S86-1. Please contact me, [stefan.frazier@sjsu.edu](mailto:stefan.frazier@sjsu.edu), 408-924-2442, if you have any questions.

Thank you.

Attachments

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*Academic Senate CSU (ASCSU)*  
401 Golden Shore  
Long Beach, CA 90802-4210

[www.calstate.edu/acadsen](http://www.calstate.edu/acadsen)

**Catherine Nelson, Chair**  
Tel 707-664-3963 or 562-951-4014  
E-mail: [nelsonca@sonoma.edu](mailto:nelsonca@sonoma.edu)

September 19, 2018

**To:** Chairs, Campus Academic Senates  
**From:** Catherine Nelson, Chair  
Academic Senate CSU  
**Subject:** **Nominees for 2019-2021 Faculty Trustee**

On behalf of the Academic Senate CSU, I request that you begin the process of seeking nominees for Faculty Trustee. Nominating materials must be received by **Friday, January 4, 2019**. The Academic Senate CSU Faculty Trustee Recommending Committee will review campus nominations January 14, 2019. 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 14-15, 2019 meeting.

The document “Criteria and Procedures for the Nomination of the Faculty Trustee” is attached, as well as the required information for each nomination. These documents will also be posted on our website at <http://www.calstate.edu/acadsen> under the heading “What’s New”. Please note, we are requesting that a scanned copy of each nominee’s materials be submitted to the DropBox folder “Faculty Trustee Nominations” no later than **Friday, January 4, 2019**. An invitation to the DropBox folder will be provided to each Campus Senate Chair. Please notify Academic Senate CSU Director Tracy Butler ([tbutler@calstate.edu](mailto:tbutler@calstate.edu)) when submissions have been made.

**Summary of Timetable:**

January 4, 2019	Campus nominees' supporting materials due.
January 14, 2019	Senate Faculty Trustee Recommending Committee reviews documents; selects candidates for review by full Senate
January 17-18, 2019	Full Senate begins the review of nomination materials
March 14-15, 2019	Full Senate elects two or more final candidates whose names will be forwarded to the Governor
Late Spring-Early Summer 2019	Governor appoints one candidate as CSU Faculty Trustee

The current Faculty Trustee (2017-2019) is Romey Sabalius (German, San José State University).

The following people have served as CSU Faculty Trustee:

- Steven Stepanek (Computer Science, CSU Northridge) from 2013-2017;
- Bernadette Cheyne (Theater, Humboldt State University) from 2011-2013;
- The position remained unoccupied from 2009 to 2011.
- Craig Smith (Communication Studies, Long Beach) from 2005-2009;
- Kathleen Kaiser (Sociology, CSU Chico) from 2003-2005;
- Harold Goldwhite (Chemistry, CSU Los Angeles) from 1998-2003;
- Bernard Goldstein (Biology, San Francisco State University) from 1991-1998;
- Lyman Heine (Political Science, CSU Fresno) from 1987-1991;
- Robert Kully (Communication Studies, CSU Los Angeles), from 1983-1987;

(Faculty Trustee reports are available at

[http://www.calstate.edu/AcadSen/Records/Faculty\\_Trustee/index.shtml](http://www.calstate.edu/AcadSen/Records/Faculty_Trustee/index.shtml))

Attachments

c: Academic Senate CSU

## **DUTIES**

Faculty Trustee is a 12-month position involving full release from all campus responsibilities. Duties include attending all Board of Trustee, Trustee Committee, Senate Plenary, and Senate Executive Committee meetings. The Faculty Trustee serves a two-year term and normally visits several campuses during the term to meet with faculty and discuss Board of Trustee actions.

## **CRITERIA FOR NOMINEES FOR FACULTY TRUSTEE**

- Candidates shall have demonstrated records of excellence in teaching, professional achievement and university service.
- Candidates shall possess experience in academic governance in the California State University.
- The appointed faculty trustee shall not be a member of the Academic Senate of the California State University (CSU). Should the faculty trustee be a member of the Academic Senate of the CSU at the time of appointment, senator status shall be rescinded automatically.
- Candidates must be citizens of the United States and faculty members who are tenured at the California State University campus at which they teach. Candidates shall not hold any administrative position other than department chair or equivalent at the time of nomination and appointment.
- Questions as to definitions and eligibility shall be resolved by the Academic Senate of the CSU.

## **PROCEDURES FOR SELECTING TRUSTEE NOMINEES**

- These procedures shall be initiated at least one full academic term in advance of the time that Faculty Trustee nominations are to be made.
- 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 CSU by a date to be determined by the Academic Senate of the CSU.
- The local senate chair shall forward for each nominee the completed Faculty Trustee nomination form and a current vita structured to address the eligibility criteria, a statement of no more than 500 words from the nominee expressing his or her views of the position, and a narrative of no more than 250 words providing evidence of

## **PROCEDURES FOR SELECTING TRUSTEE NOMINEES (CONT.)**

teaching excellence. Names, addresses, and telephone numbers of five references shall be provided by the nominee. These materials may be submitted electronically.

- The Academic Senate of the 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 of the 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 of the CSU according to its constitution and bylaws. The Academic Senate of the CSU shall elect these five members of the nominating committee at the September meeting of the Academic Senate of the 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 of the CSU. The first member elected shall serve as Chair of the committee. The committee shall determine its own procedures for selecting candidates for nomination. Best practices identified by prior committees are located in the appendix accompanying this policy.
- The Faculty Trustee Recommending Committee shall screen the original list of nominees and develop recommendations with supporting information. The committee shall present at least two candidates for nomination to the Senate. The nominee recommendations of the committee shall be made available to the Academic Senate of the CSU at the January plenary session. The confidential files of these candidates shall be made available for review either in the Senate office or in an electronically secure manner, and review may take place beginning with the January plenary session until the plenary session in which the determination of the nominees is made. Unless otherwise determined by vote of the Academic Senate of the CSU, selection of nominees for the post of faculty trustee shall be made at the March meeting of the Academic Senate of the CSU immediately preceding the end of the tenure of the incumbent faculty trustee.
- All academic senators of the Academic Senate of the CSU are eligible to vote.
- The Academic Senate of the CSU, acting in executive session, chaired by the Chair of the Faculty Trustee Recommending Committee, shall designate the final (2 or more) nominees by secret ballot or secret electronic method in the following manner, conducting as many votes as necessary: The voting method will list the names of all forwarded candidates in alphabetical order. Each senator may vote for as many candidates as he or she wishes in each voting round. A candidate becomes a nominee in the voting round in which he or she obtains approval of a majority of votes cast.

- **PROCEDURES FOR SELECTING TRUSTEE NOMINEES (CONT.)**

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 simple majority vote (over 50%) whether it wishes to continue balloting. A vote tie (i.e., 50%) does not constitute a majority and voting will not continue. 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 majority of votes cast in this round of voting is declared a nominee.

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

This document extracts the "*Criteria and Procedures for the Nomination of the Faculty Trustee*" which was Approved Unanimously March 4, 1988, as part of AS-1773- 87/EX, and revised March 16, 2018, as part of AS-3315-18/EX (Rev) "*Revisions to Faculty Trustee Recommendation Criteria and Procedures*"

*Submit this cover sheet*

**INFORMATION REQUIRED FOR FACULTY TRUSTEE NOMINATION**

Name: \_\_\_\_\_

Department and Campus: \_\_\_\_\_

Campus address (include office): \_\_\_\_\_

\_\_\_\_\_

Campus telephone number: ( ) \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

Home telephone number: ( ) \_\_\_\_\_

Names, addresses, and telephone numbers of five references:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check the boxes below:**

I am a tenured, teaching faculty member with no administrative position other than department chair or equivalent.

I intend to serve the full two-year term if appointed by the Governor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Each candidate for the position of faculty trustee must also submit:*

- A vita or resume, which shall include, as a minimum, the information requested as follows:
  1. Academic education (list all colleges/universities, degrees, and years received).
  2. Employment Record:
    - a. Academic
    - b. Other
  3. Academic honors, grants, and awards (include dates).
  4. Listing of professional achievements.
  5. Service:
    - a. Department,
    - b. School/College,
    - c. University,
    - d. System-wide,
    - e. Community.
- A statement of 500 words or less which covers your experience in academic governance and why it prepares you to be a Faculty Trustee.
- Evidence of teaching excellence in narrative form, not to exceed 250 words.
- Proof of United States citizenship.

Please submit a scanned copy of all materials to the **“Faculty Trustee Nominations”** Dropbox Folder (each Campus Senate Chair will be provided with an invitation to the folder).

Please notify Academic Senate CSU Director, Tracy Butler ([tbutler@calstate.edu](mailto:tbutler@calstate.edu)) when submissions have been made.

All materials must be received **no later than 5 p.m., Friday January 4, 2019**. Materials received after this time cannot be considered.

# **S86-1 PROCEDURES FOR NOMINATION OF FACULTY TRUSTEE CANDIDATES**

## **Legislative History:**

**Document dated February 18, 1986.**

**At its meeting of February 10, 1986, the Academic Senate approved the following Policy Recommendation. By this act SM-F 82-4 is rescinded.**

## **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Approved and Accepted as University Policy. Effective immediately." Signed: Gail Fullerton, February 18, 1986.**

## **PROCEDURES FOR NOMINATION OF FACULTY TRUSTEE CANDIDATES**

### **S 86-1**

1. The procedure for nomination of San Jose State University faculty as candidates for the faculty seat on the CSU Board of Trustees shall be as follows:

Option 1 - Candidates may be nominated by petition signed by no fewer than fifty (50) teaching faculty. Such petition shall be filed with the elected Secretary of the Senate, who shall verify the signatures. Teaching faculty means the faculty electorate, excluding parttime faculty and those listed in SJSU Senate By-Law 1.2.

Option 2 - Each department may nominate, by majority vote of those qualified to vote in the nomination of a chairperson, one or more members of the department faculty as a candidate. The department shall notify the Secretary of the Senate of the nomination(s).

Option 3 - Candidates may be nominated by petition signed by no fewer than fifty (50) faculty. Such petitions shall be filed with the Secretary of the Senate, who shall verify the signatures. Faculty in this instance shall be defined as those faculty eligible to vote for members of the Academic Senate.

2. With each nomination there shall also be filed with the Secretary a current curriculum vitae for each nominee structured to the eligibility criteria (see CSU Senate Policy AS-1468-84/EX), a one-page statement from the nominee, and names, addresses, and telephone numbers of five references.
3. The Secretary shall report all nominations to the Executive Committee with the supporting papers. The Executive Committee shall verify from the papers filed compliance with the CSU criteria. The names of all nominees found qualified shall be reported to the SJSU Academic Senate for information. At least two (2) weeks shall then be allowed for further nominations under any option.
4. The complete list of qualified nominees with the supporting papers shall be sent to the CSU Academic Senate.