

November 19, 2012

To: SJSU Faculty

From: Beth Von Till
Chair, Academic Senate



Re: CSU Faculty Trustee Position Available

There is one position on the CSU Board of Trustees that is set aside for a faculty member (the Faculty Trustee). The chair of the SJSU Senate has been asked by the Academic Senate CSU (ASCSU) to submit the names of all qualified nominees from SJSU for this position by January 11, 2013. The deadline for a completed SJSU nomination petition to be turned into the SJSU Senate Office is 5 p.m. on December 7, 2012. University Policy S86-1 (Section 3) allows for "late submission" up to two weeks after this date.

*SJSU Senate Policy S86-1
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, who shall verify the signatures. Teaching faculty means the faculty electorate, excluding part-time 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 Associate Vice Chair 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 Associate Vice Chair, who shall verify the signatures. Faculty in this instance shall be defined as those as those faculty eligible to vote for members of the Academic Senate.

2. *With each nomination there shall also be filed with the Associate Vice Chair 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 and statewide nomination form. Please contact the Associate Vice Chair, Wendy Ng (x45320, or wendy.ng@sjsu.edu) if you have any questions.

Attachments

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November 15, 2012

To: Chairs, Campus Academic Senates

From: Diana W. Guerin, Chair
Academic Senate CSU 

Subject: Nominees for 2013-2015 Faculty Trustee

On behalf of the Academic Senate CSU, I request that you begin the process for seeking nominees for Faculty Trustee. Nominating materials must be received by Friday, January 11, 2013 and the Academic Senate CSU Faculty Trustee Recommending Committee will review campus nominations January 15, 2013. 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, 2013 meeting.

Criteria and procedures for the selection of the faculty trustee nominees are attached as well as required information for each nomination. These documents are also posted on our website at <http://www.calstate.edu/acadsen> under the heading "What's New". Please note, we are requesting that one copy of each nominee's materials be sent to the Senate office no later than Friday, January 11, 2013. Please send to: Academic Senate CSU, 401 Golden Shore, Suite 139, Long Beach, CA 90802-4210, Attention: Tracy Butler.

Summary of Timetable:

January 11, 2013	Campus nominees' supportive material due to Academic Senate office, 401 Golden Shore, Suite 139, Long Beach 90802, Attention: Tracy Butler
January 15, 2013	Senate Faculty Trustee Recommending Committee reviews documents; selects candidates for review by full Senate
January 17-18, 2013	Full Senate reviews nomination materials
March 14-15, 2013	Full Senate elects two or more final candidates whose names will be forwarded to the Governor
Late Spring-Early Summer 2013	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; Harold Goldwhite (Chemistry, CSU Los Angeles), 1998-2003; Kathleen Kaiser (Sociology, CSU Chico), 2003-2005; Craig Smith (Communication Studies, Long Beach), 2005-2009 and Bernadette Cheyne (Theater, Humboldt State University) 2011-2013. The position remained unoccupied from 2009 to 2011.

Attachments

c: Academic Senate CSU

CSU Campuses

Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

DUTIES

- Faculty Trustee is a 12-month position. 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 their term to meet with faculty and discuss Board of Trustee actions.

CRITERIA FOR NOMINEES FOR FACULTY TRUSTEE

- 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.
- 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. Should the faculty trustee be a member of the Academic Senate CSU at the time of appointment, that person shall resign from the Senate.
- The Academic Senate CSU shall resolve questions as to definitions and eligibility.

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 CSU by a date to be determined by the Academic Senate CSU.
- From each nominee, the local senate chair shall forward (1) the completed cover sheet, (2) a current vita structured to the eligibility criteria, (3) a statement of no more than 500 words expressing his or her views of the position, and (4) a narrative of no more than 250 words giving evidence of teaching excellence.
- The Academic Senate CSU Faculty Trustee Recommending Committee shall be composed of seven non-candidate faculty members as follows:
 - a. Five members shall be elected by and from the Academic Senate CSU in the manner of election as the at-large Executive Committee positions. No campus shall have more than one representative.
 - b. Their local senates shall select two additional members. These members shall be selected from two campuses, chosen by lot from the Academic Senate CSU, and from those campuses not represented by the five previously selected campuses. The qualifications for these two faculty members shall be the same as eligibility for election to the Academic Senate CSU according to its constitution and bylaws.

Criteria For Nominees For Faculty Trustee (cont.)

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

- All academic senators of the Academic Senate CSU are eligible to vote.
- 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) have 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.

- 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 (Revised July 18, 2006)*

INFORMATION REQUIRED FOR FACULTY TRUSTEE NOMINATION

Submit this cover sheet

Name _____

Department and Campus _____

Campus address (include office) _____

Campus telephone number () _____

Home address _____

Home telephone number () _____

Names, addresses, and telephone numbers of five references

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 vitae 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. Systemwide
 - 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

PLEASE SEND **ONE** COPY OF ALL MATERIALS TO:

Academic Senate CSU
Attn: Tracy Butler
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, January 11, 2013.
Materials received after this time cannot be considered.