



CALIFORNIA STATE UNIVERSITY, STANISLAUS

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Office of the Academic Senate

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TO: Ham Shirvani, President
William Covino, Provost/VPAA
Stacey Morgan-Foster, VPSA
Mary Stephens, VPBF

DATE: December 6, 2006

FROM: John Sarraile
Speaker of the Faculty

SUBJECT: 14/AS/06/FAC—Procedure for Appointment of Faculty to Administrative Committees

At the December 5, 2006 Academic Senate meeting, 14/AS/06/FAC was approved unanimously.

14/AS/06/FAC—Procedure for Appointment of Faculty to Administrative Committees

In order to involve a broad range of interested faculty in shared governance, and to provide for an efficient appointment process, the Senate Executive Committee requests that administrators needing faculty to serve on administrative committees follow the procedures outlined below:

1. Administrator contacts Executive Assistant to the Speaker (Bowman) ex 3400, dbowman@csustan.edu and advises:
 - a. How many faculty representatives are needed;
 - b. Criteria of representatives e.g. representative from each College, experience in certain area, tenured or tenure track, etc.;
 - c. When appointment(s) are needed;
 - d. How often the committee will meet and when they will meet;
 - e. How long the committee be active;
 - f. Who the committee reports to;
 - g. The charge of the committee;
 - h. The overall composition of the committee.
2. Executive Assistant will contact Speaker and or SEC and advise of request. Executive Assistant will then send request to the Chairperson of the Committee on Committees.
3. COC will meet, discuss, and recommend appointments. Their recommendation will be sent to the Executive Assistant who will then forward to the Speaker and or SEC.
4. Speaker and or SEC, via Executive Assistant, will advise the appropriate administrator on the appointment of faculty member(s). [Article VI, Section 1.2 (b).]
5. Because COC does not meet between June 1 and September 1, if at all possible, requests for faculty representatives on administrative committees should be made between September 1 and April 30 each academic year.

JS:MT/db

cc: Senate Executive Committee
Committee on Committees

3/16/04 SEC Approved

3/24/04 Dean's Council Approved

10/31/06 SEC Approved

12/5/06 Academic Senate Approved Unanimously