

**Academic Senate CSU (ASCSU)**

401 Golden Shore, Suite 243

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[www2.calstate.edu/csu-system/faculty-staff/academic-senate](http://www2.calstate.edu/csu-system/faculty-staff/academic-senate)

**Robert Keith Collins, Chair**

Phone: 510-367-2791

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September 29, 2020

Mary Virnoche, Chair  
Humboldt State University  
University Senate  
1 Harpst St.  
Gist Hall 101  
Arcata, CA 95521

Re: Campus Representative to Faculty Trustee Recommending Committee

Chair Virnoche:

Pursuant to the guidelines that establish the Faculty Trustee Recommending Committee, Humboldt State University has been selected as one of two campuses (the other is CSU Bakersfield) to appoint one campus faculty representative to the Committee. Your Senate may choose the means of selection. However, the qualifications of the faculty representative shall be the same as for eligibility for election as a representative from your campus to the Academic Senate CSU (ASCSU).

The Faculty Trustee Recommending Committee is charged with screening the list of faculty trustee nominees, developing recommendations, and presenting at least two faculty trustee candidates for nomination to the Senate at the January 21-22, 2021 plenary meeting. For your review, a copy of the guidelines is enclosed.

The Faculty Trustee Recommending Committee will have a virtual meeting tentatively scheduled for Tuesday January 19, 2021 to review nominating materials. Those materials will be mailed to committee members the week prior to the meeting. We would appreciate it if you would send us the name of your appointee by Friday October 23, 2020.

Should you have any questions, please do not hesitate to contact me by phone, 510-367-2791 or email, [rcollins@calstate.edu](mailto:rcollins@calstate.edu).

Sincerely,



Robert Keith Collins, Chair  
Academic Senate CSU

cc: Humboldt State University Senators Stephanie Burkhalter and Noah Zerbe  
CSU Bakersfield, Academic Senate Chair, Aaron Hegde

***Faculty Trustee Recommending Committee:***

Catherine Nelson (Chair), Sonoma State University

Vanessa Lopez-Littleton, CSU Monterey Bay

David Speak, CSPU Pomona

Adam Swenson, CSU Northridge

Elizabeth "Betsy" Boyd, CSU Chico

RKC/tb

Enclosure

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

## ***PROCEDURES FOR SELECTING TRUSTEE NOMINEES (CONT'D)***

- 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. 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.

*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:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 8, 2021**. Materials received after this time cannot be considered

## Appendix

### “Best Practices for Selection of Faculty Trustee”

The following are non-binding and suggestions for consideration of the Trustee Nominating Committee.

1. The call for nominees should include a brief statement about the duties of the Faculty Trustee, as well as the Criteria for Nominees and the Procedure for Selecting Nominees as articulated above.
2. The brief statement of duties may be summarized as follows: The position of Faculty Trustee is a 12-month, full time position involving full release from campus responsibilities. Except in unusual circumstances, the Faculty Trustee should not be engaged in teaching, service, or other administrative or union duties during the term of office. The duties of Faculty Trustee include attending all Board of Trustee and Trustee Committee meetings, as well as the ASCSU plenary and ASCSU Executive Committee meetings (as a guest). 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.
3. Prior to voting, nominees will be interviewed in Executive Session by ASCSU. Interview procedures may be as follows:
  - a. Trustee nominee finalists should be available in person at the plenary session in which interviews and voting take place (typically March).
  - b. Trustee nominee finalists should be asked the same questions and provided with the same time limits.
  - c. Questions of finalists should be clearly displayed on the screen for both the nominees and the senators to consult during answers.
  - d. To avoid unfair advantage to any nominee finalist, the order of speaking should be rotated; at the start of the interview process, the initial order of speaking will be randomly determined.