

## **Bylaws of the University Nominating and Recruitment Committee (UNRC)**

The UNRC is responsible for identifying faculty who are eligible and interested in serving on University-wide committees, nominating faculty to fill open faculty-designated positions in the event of a vacancy, and managing the collection of self-nominations. Every effort shall be made to create a broadly representative and diverse list of faculty for election or appointment to University-wide committees. The UNRC shall provide recruitment and staffing assistance to University-wide committees. The charge, organization, process, and membership of a University-wide committee shall be determined by the Academic Senate, Academic Deans, Provost's Office, or President's Office as appropriate.

### **A. Membership**

All full-time faculty (excluding the president, provost, associate provosts, assistant provosts, deans, associate deans and assistant deans) shall be eligible to serve as members of the UNRC. Tenured and tenure track faculty members of the UNRC shall serve three- year terms. Non-tenure track faculty shall also serve a three-year term, dependent upon the renewal of their contract. Not more than one non-tenure-track faculty member shall be appointed to the UNRC at any given time. Faculty may serve multiple terms.

### **B. Appointment of UNRC Members**

1. Membership is open to any interested stakeholder, and should include, at minimum, five people, including the Vice President of the Academic Senate. ECAS will solicit volunteers and nominations for the remaining positions from the Academic Senate. In the event this process does not produce at least five members, then ECAS will seek to identify volunteers from outside the Academic Senate, attempting where possible to balance the committee's composition by unit, status and rank, and demographic characteristics.
2. Appointments shall take place in the spring of the year, and all terms of committee membership shall begin after the last spring semester meeting of the UNRC committee.
3. The UNRC will select a chair and a secretary at the beginning of the first committee meeting of each year.
4. In the event that a member of the UNRC is unable to complete his or her term, ECAS in consultation with the Academic Deans, the Provost's office, and the current UNRC Chair shall select a replacement using any internal process that they deem appropriate to fill the vacancy.

### **C. The Process for Securing a Pool of Nominees**

1. Persons seeking nominees for a University level committee will complete the *UNRC Request for Nominees Form* found on the UNRC page located on the Academic Senate website.
2. The completed *UNRC Request for Nominees Form* will be emailed using the UNRC Mailbox posted on the form.
3. The UNRC chair will notify UNRC members that a new request for nominees has been submitted which should initiate their efforts to solicit nominations for the pool.

4. The UNRC chair will use the distribution list provided by the Provost's Office at in October of each academic year to email a request for peer nominations and/or self-nominations to faculty matching the eligibility criteria as stated on the *UNRC Request for Nominees Form*. It should be noted that the *UNRC Request for Nominees Form* is intended to inform the members of the UNRC of details related to the request and will not be distributed to the faculty in the call for nominations email. Instead the *UNRC Request for Nominees Form* will include a section for an email narrative using the template provided on the form. The request for nominees email will be sent two times: first request is sent two weeks before the deadline and a second request is sent one week before the deadline.
5. UNRC members will be available to answer questions about the nomination process, solicit nominees and nominate those in their division/unit that meet the criteria as stated on the *Request for Nominees Form*. The UNRC will take actions to stimulate additional nominations when the size and/or diversity of the pool is substantially less than requested.
6. Individuals who wish to self-nominate will complete the *Nominee Information and Acceptance Form* using the link in the emailed request. Upon submission of this form, nominees will receive an email response thanking them for their willingness to serve and stating that the final selections will be announced by the party requesting the nominations. Questions about how the selections were made should be directed to the person initiating the request for nominations as identified in the initial request for nominations email sent by the UNRC chair.
7. The UNRC will send an email to request that peer nominees complete the *Nominee Information and Acceptance Form*. The link to this form will be included in the email.
8. After the deadline, the pool of nominations will be downloaded and shared with the members of the UNRC who will evaluate the pool to verify that the nominees meet the eligibility requirements as stated in the initial request.
9. Once a majority of the UNRC members respond that the pool of nominees meets the qualifications put forth in the call for nominations, the pool will be forwarded to the entity generating the request for nominations indicated on the *UNRC Request for Nominees Form*.
10. When requests come from ECAS, the vice president of the Academic Senate will share the pool with ECAS and will contact the individuals who are not selected to express appreciation for their willingness to serve. When requests for nominations do not originate from ECAS, the pool is forwarded to the requesting party who will communicate with the pool to notify the candidates that have been selected to serve as well as those who have not.

**D. Urgent Need:**

There are times when the standard process and timeline for nomination pools are not workable in order to respond to an urgent need. When the timeline described above (see C-4) does not meet the need during an emergency or other unique situation, an expedited timeline will be considered. The request for an expedited timeline must include the statement *Urgent Need Timeline Request* in the subject line and rationale in the body of the email sent to the UNRC chair. The UNRC will vote to expedite the process for valid requests. It should be noted that expedited timelines and those made during the summer often secure limited pools.

### **E. Reporting**

1. A member of the UNRC shall report to ECAS at the beginning of the academic year and, as necessary, on the efforts of the UNRC.
2. The vice president of the Academic Senate who serves on UNRC shall regularly communicate a report of its activities to ECAS/Academic Senate. This work can include such information as requests for pools; pools ready for ECAS review; potential changes to the bylaws, the UNRC webpage and needs identified by the UNRC. An annual report will be submitted to ECAS at the end of the academic year in May by the president of the UNRC.
3. The UNRC shall keep regular minutes of its business and distribute such minutes via the Academic Senate website. It shall also publicize its activities through appropriate campus media as is necessary to share information about recruiting volunteers and creating pools of candidates for University-wide committees.
4. The Chair of the UNRC shall generate and maintain a series of lists for each available vacancy. These lists will be regularly shared with ECAS, Academic Deans, and the Provost's office to broaden and diversify representation.