

# THE FACULTY OF CLAREMONT GRADUATE UNIVERSITY

## Faculty Committee Nomination Process

The intent of these policies is to ensure fair and equitable sharing of faculty responsibilities in faculty governance, with appropriate sanctions for those who choose not to participate.

Every CGU faculty member is expected to serve on at least one CGU committee at any given time (except when on sabbatical). Early in the fall semester, an eligibility list of all faculty members who are available to serve on faculty committees for the following academic year will be compiled by the Nominations Committee. The Provost will provide the Committee with the names of faculty members who are scheduled for sabbatical or other leaves. Faculty members who have extraordinary reasons for not serving on committees in the coming year (e.g., serious medical conditions), can apply to the Provost to be listed as excused from major committee service for the coming semester or year. The eligible faculty members will be asked to rank their preferences for committees according to the following procedure.

In the Fall semester of each academic year, the Nominations Committee will contact all eligible CGU faculty members and invite them to indicate their first, second and third preferences regarding committee service once their current committee assignment is completed.

The Nominations Committee will consider these preferences and then nominate individuals to committee positions by considering the requirements of the position and the qualifications of the faculty members. The Committee will consider the faculty's preference rankings as advisory, will aim to give a lighter committee load to relatively new untenured faculty members, and will attempt to equalize the amount of recent committee service by faculty members when preparing the election ballot.

If a faculty member declines to serve on a committee, the Nominations Committee will report this to the chair of the FEC, with a copy to the Provost and the faculty member's Dean (along with any explanation given by the faculty member). The Provost is advised to take these facts into consideration when making administrative decisions for the faculty member concerned.

If a faculty member resigns from a committee that he or she has been elected or appointed to or is currently serving, the procedure outlined in the paragraph above will apply. If a committee member is persistently absent at committee meetings, the chair or another member of the committee will report this to the chair of the FEC, with a copy to the Provost and the committee member's Dean.

The Nominations Committee will present its faculty nominations and conduct elections in the first half of the spring semester each year. For committee vacancies that arise during

the year for whatever reason, the Nominations Committee will invite faculty candidates to fill these positions for the duration of the expected absence of the regular committee member.

Approved Revisions by FEC 11/13/06; Faculty 11/27/06