

To: Chancellor's Advisory Committee Members
From: Richard E. Myers II, Chair
Date: November 16, 2016

Re: Process for Selecting Candidates to Stand for Election as Chair of the Faculty

This memorandum recounts our process so far, and proposes a course of action going forward. I recommend we formally adopt this process, with whatever amendments we agree to as a committee, at the beginning of our December special meeting.

At our meeting on November 8, 2016, the committee agreed that we would split our process into two phases. The first phase, which is ongoing, is the potential candidate identification phase. The second phase, which will begin at our December special meeting, is the candidate evaluation phase, which is intended to winnow the list to two viable candidates willing to stand for election.

Phase one began with a call for nominations to the general faculty. We sent an email to the entire faculty requesting nominations, which were gathered via the faculty portal or contact with the Secretary of the Faculty. We also included nominations from members of the CAC made during the November meeting. If any member of the committee wishes to propose additional names, or additional names are added via the portal, we will accept those nominations up to one week before the December special meeting. I anticipate we will have at least 20 names for consideration

Some of the candidates identified via the potential candidate identification process withdrew their names from nomination. We will have a final list that we can post to Sakai prior to the December meeting. Candidates identified to date include members of the Chancellor's Advisory Committee. At the November meeting, we agreed that committee members who remain on the list would be recused from the evaluation phase of the process.

After the discussion at the November 8, 2016, meeting, Vin Steponaitis and I in our respective roles as Secretary of the Faculty and Chair of this Committee, met to discuss the sense of the committee we received at our last meeting. We propose the following procedure for the evaluative phase.

- At the beginning of the meeting, the committee, in open session, adopts a procedure.
- We go into executive session because this is a personnel-related matter.
- Members of the committee still on the list are recused.
- Each committee member lists their top six candidates from the larger list, in unranked order. (This and all subsequent votes will be cast anonymously on paper, and counted by the secretary.)
- We have an open discussion regarding all candidates who remain after that initial screen.

- Members should be prepared to discuss the respective strengths and weaknesses of the candidates and the criteria that are being used for evaluation.
- After the discussion, we may eliminate some candidates by consensus. We each once again will vote on our top six candidates, in ranked order. The Secretary will tally the votes and we will list the candidates in ranked order.
- We will review the ranked list and discuss once again, with the goal of achieving a final consensus if possible.
- If necessary, we will hold a final round of voting ranking the candidates, which will be binding.
- The committee will authorize the Chair of the Committee and the Secretary of the Faculty to reach out to the candidates in order, with an offer to be on the ballot. We will identify two candidates as quickly as possible, recognizing that there may be a need for more time to negotiate any terms the candidate and provost may agree on regarding course release, change in existing leadership role, etc.
- If we identify a candidate who accepts the nomination, we will report that to the committee when it occurs. We will report the status of the search to the full committee at our January meeting. If we have not identified two candidates by then, we will consider future steps.

Please let Vin or I know if you have any additions or concerns so that we can be prepared to move quickly on process issues at our December meeting. We would like to have sufficient time for a full discussion on the merits of the candidates.

Thank you so much for your service in this extremely important role.