

Academic Senate CSU (ASCSU)

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www2.calstate.edu/csu-system/faculty-staff/academic-senate

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To: Chairs, Campus Academic Senates

From: Robert Keith Collins, Chair
Academic Senate CSU

Subject: Nominees for 2021-2023 Faculty Trustee

On behalf of the Academic Senate CSU, I request that you begin the process of seeking nominees for Faculty Trustee. Nominating materials must be received by **Friday January 8, 2021**. The Academic Senate CSU Faculty Trustee Recommending Committee will review campus nominations January 19, 2021. As required by law, the full Senate will make its selection(s) of at least two nominees for the post of Faculty Trustee at its March 18-19, 2021 meeting.

The document “Criteria and Procedures for the Nomination of the Faculty Trustee” is attached, as well as the required information for each nomination. These documents will also be posted on our website at <https://www2.calstate.edu/csu-system/faculty-staff/academic-senate>. Please note, we are requesting that a scanned copy of each nominee's materials be submitted to the DropBox folder “Faculty Trustee Nominations” no later than **Friday, January 8, 2021**. An invitation to the DropBox folder will be provided to each Campus Senate Chair. Please notify Academic Senate CSU Director Tracy Butler (tbutler@calstate.edu) when submissions have been made.

Summary of Timetable:

January 8, 2021	Campus nominees' supporting materials due.
January 19, 2021	Senate Faculty Trustee Recommending Committee reviews documents; selects candidates for review by full Senate
January 21-22, 2021	Full Senate begins the review of nomination materials
March 18-19, 2021	Full Senate elects two or more final candidates whose names will be forwarded to the Governor
Late Spring-Early Summer 2021	Governor appoints one candidate as CSU Faculty Trustee

The current Faculty Trustee (2017-2021) is Romey Sabalius (German, San José State University).

The following people have served as CSU Faculty Trustee:

- Steven Stepanek (Computer Science, CSU Northridge) from 2013-2017;
- Bernadette Cheyne (Theater, Humboldt State University) from 2011-2013;
- The position remained unoccupied from 2009 to 2011.
- Craig Smith (Communication Studies, Long Beach) from 2005-2009;
- Kathleen Kaiser (Sociology, CSU Chico) from 2003-2005;
- Harold Goldwhite (Chemistry, CSU Los Angeles) from 1998-2003;
- Bernard Goldstein (Biology, San Francisco State University) from 1991-1998;
- Lyman Heine (Political Science, CSU Fresno) from 1987-1991;
- Robert Kully (Communication Studies, CSU Los Angeles), from 1983-1987;

(Faculty Trustee reports are available at <https://www2.calstate.edu/csu-system/faculty-staff/academic-senate/Pages/Faculty-Trustee-Reports.aspx>)

Attachments

c: Academic Senate CSU

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.
- 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) 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.