

Curriculum Faculty Co-chair Selection

The sub-committee on Curriculum Faculty Co-chair Selection met on Monday, March 30, 2009 and discussed the process whereby the Faculty Co-chair of the curriculum committee would be selected. The process being recommended is a nomination process. A nominating committee collects nominations, vets the nominations, and makes the recommendation of an individual to the Academic Senate President to take to the academic senate. The following process is being recommended to the curriculum committee for their approval.

A. Qualifications of co-chair nominee

- 1) Have served on curriculum committee for at least one year
- 2) Will be serving on curriculum committee for the year in which nomination occurs
- 3) Will not be applying for sabbatical or any other leave of absence during the next two academic years (i.e., during the time serving as committee co-chair)

B. Term of office of Curriculum Faculty Co-chair

- 1) Two years
- 2) Possible renewal of one additional term, for a maximum of four consecutive years
- 3) After being out for two years, may be nominated again as co-chair

C. Composition of nominating committee - The committee will consist of 5 members:

- 1) Three faculty from curriculum committee (may not be the current curriculum co-chair)
- 2) One representative from academic senate – recommended by the academic senate president
- 3) One dean

D. Process of selection

- 1) April of current co-chair's tenure – announcement will be made in curriculum committee encouraging members to consider self-nomination for committee co-chair or serving on nomination committee
- 2) Curriculum meeting end of August – remind curriculum committee members that nominating committee will form at the next meeting and nominations will immediately follow
 - i. If considering self-nomination, should consider teaching schedule and keep Thursday afternoons free for Tech Review in spring
- 3) First meeting in September – form nomination committee
 - i. Committee members have the next two weeks to submit self-nominations or nominations of others to nomination committee
 - ii. From end of September to end of October, nomination committee will make their own nominations, consider all nominees, make a selection of a nominee, and verify that the nominee is willing to serve and will not be going out on leave while serving

- 4) End of October – nomination committee will submit name of nominee to Academic Senate President
- 5) November – Academic Senate will vote on approval of curriculum committee co-chair who will serve for two academic years beginning in the following fall
- 6) December – announcement will be made to curriculum committee of co-chair in training

E. Training of new co-chair

- 1) Training will occur in the spring prior to assuming the co-chair position
- 2) Trainee will be included on email exchanges relating to curriculum issues
- 3) It is recommended that the trainee attend
 - i. Half of the Tech Review meetings
 - ii. One GE meeting
 - iii. One DE meeting
 - iv. One Honors meeting
 - v. One DTRW meeting
 - vi. One DCSL meeting (optional)
- 4) Trainee will attend the summer curriculum institute conducted by the State Academic Senate