

**INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS
School of Liberal Arts
MEMORANDUM**

TO: Subir Chakrabarti, President
SLA Faculty Assembly

FROM: Kristy Sheeler
Chair of SLA Nominating Committee, 2010-2011

SUBJECT: Nominating Committee Report

DATE: April 11, 2011

In this report I will detail the accomplishments of the last year, explain the procedures used, and make recommendations for the future. Thank you to the members of the nominating committee: Tamara Leech, Daniella Kostroun, and Martin Coleman. Thank you also to David Craig, Candice Smith, Bill Stuckey, Gail Whitchurch, and Subir Chakrabarti.

In general, the nominating committee is charged with developing a slate of candidates willing to stand for election in the spring semester; this task was accomplished. In addition, our committee developed a slate of individuals to serve as replacements for sabbatical or other leaves for the spring and fall 2011 semesters and for a special election during spring 2011.

In order to accomplish the above tasks, the chair of the nominating committee should:

1. Read past annual reports from the Nominating Committee. I found David Craig's report from 2008-09 especially helpful.
2. Become intimately familiar with the Faculty Assembly Bylaws. This is particularly important given the rules for the number of departmental representatives allowed to serve on each elected committee. Read each section noting that in one area, there may appear to be a rule stating that no more than two members from any department may serve on a committee, but in another area, only one member from each department may be allowed.
3. Request from Candy Smith three lists: 1) the current members of the Elected Standing Committees, including term dates, 2) a list of all SLA faculty, with rank, minus those on sabbatical or other leaves, 3) a list of faculty who have not served on SLA committees in the past five years. Candy Smith prepared these lists and they were incredibly helpful.

I was new to this committee and found the above advice from David Craig useful. Craig's report also lists other reports and useful information to make the work of the Nominating Committee go much more smoothly than it might otherwise. In addition to the procedures and advice detailed in his report, I offer the following.

Procedures:

Fall Semester: The Nominating Committee should select a chair who should solicit the above information (point 3) from Candy Smith. That information will allow the chair to compile:

- A list of open positions on Elected Standing Committees, the Agenda Council (FA President or Secretary), and the School's representative(s) to the IUPUI Faculty Council that must be filled during the spring election.
- A list of departments from whom candidates should not be sought for each committee because the terms of members from those departments will continue into the next academic year.
- A list of departments from whom candidates should be sought for each committee.
- The approximate percentage of each department represented on elected committees. This information provides the Nominating Committee leverage to encourage participation from under-represented departments.

This information will allow the Nominating Committee to start soliciting candidates to stand for election well before the deadline for election.

Early January: Contact the Agenda Council in order to secure a place on the agenda of the first faculty assembly of the semester. Present the above information: open positions, departments eligible to serve on each committee, departmental representation statistics. Solicit nominations from the floor. I also emailed each department chair with the above information prior to the FA meeting and solicited their feedback and nominations.

Second Faculty Assembly Meeting of spring: The slate for the spring election should be prepared and ready to present at this meeting. Candy Smith prepared slides with a picture and information about each person nominated, so the tentative slate needs to be forwarded to her in advance. Nominations can also be sought from the floor during this meeting. After that time, the slate is finalized and submitted to the Faculty Assembly Secretary who coordinates the election with Bill Stuckey.

One additional note, the School representative to the IFC should be submitted to the Coordinator of the IFC, currently Karen Lee: keekert@iupui.edu in early March.

Recommendations:

- Start early and solicit nominations and self-nominations via email and at the faculty assembly meetings. If you do this, the work of this committee can likely be handled by email.
- However, be sure to read, re-read, and double-check the nominations against the Bylaws before submitting. I learned that department chairs cannot serve on the Enhancement Review committee only after elections had been held.
- Request clarification from the Dean or Agenda Council on representation from large departments: WLAC is a large department with distinct language and culture units. The Bylaws state that only one tenured member from any department can serve on the P&T committee, for example. The Bylaws also state that "Every effort should be made to ensure diversity of representation on primary and unit promotion and tenure committees." We are in a situation where two members from WLAC have agreed to serve and were elected. The two members also "ensure diversity of representation" of the individual units within WLAC. Further clarification on this matter would be helpful.