

To: Subir Chakrabarti, President, SLA Faculty Assembly

From: John J. Tilley, Chair, SLA Nominating Committee



Date: 24 March, 2012

Subject: Nominating Committee Report for Academic Year 2011-12

Let me begin by saying *many thanks* to Julie Freeman, Daniella Kostroun, Marci Littlefield, and Kristina Sheeler, who served with me on the nominating committee this year. Many thanks also to Subir Chakrabarti, Gail Whitchurch, Merle Illg, Candice Smith, and Bill Stuckey, who helped us immensely.

The central task of the nominating committee is to produce slates of candidates willing to stand for election in the spring semester. Specifically, it is to prepare slates of candidates for the elected committees that require new members—members who will begin serving at the end of the spring term. The elected committees are the Agenda Council, the Enhancement Review Committee, the Nominating Committee, the Promotion and Tenure Committee, and the ‘committee’ (or set) of SLA representatives on the IUPUI Faculty Council.

We accomplished this central task; the slates accompany this document.

Another task of the committee is to offer advice to those who will be on the committee in the next academic year. The best advice we can offer has two parts:

- First, don’t procrastinate. Convene the committee (whether through a meeting or an email discussion) in September or, at the latest, in October. Select a chair and get started on the committee’s work.
- Second, read the nominating committee report for 2010–11, which was prepared by Kristy Sheeler. Her report is the canonical source for step-by-step advice on accomplishing the main task of the committee. Give close attention to point 2 (on becoming familiar with the SLA bylaws) and point 3 (on the lists to request from Candice Smith) on the first page of that report. Also read carefully the section entitled “Procedures.”

For the purposes of the committee’s work, the most important elements of the bylaws are the membership rules for the elected committees. For the convenience of the 2012-13 committee, here is our own summary of those rules:

- Agenda Council: This council consists of the faculty assembly president, the faculty assembly secretary, and four members-at-large. These six members of the council can be of any rank. No two members can be from the same department. The council should have balanced representation from the humanities and social sciences.
- Enhancement Review Committee: This committee has three members; all must be either associate or full professors. No two members can be from the same department, and no members can hold administrative positions at the rank of department chair or above. The committee should have balanced representation from the humanities and social sciences.

- Nominating Committee: This committee has five members; they can be of any rank. No more than two of them can be from the same department. The committee should have balanced representation from the humanities and social sciences.
- Promotion & Tenure Committee: This committee consists of seven tenured faculty and two senior lecturers. These nine members should include no full-time administrators. If possible, the tenured members should all be full professors. There should be no more than one tenured member from any given department; likewise, there should be no more than one senior lecturer from any given department. It's OK if one of the senior lecturers is from the same department as one of the tenured members. This committee should have balanced representation from the humanities and social sciences. More generally, "every effort should be made to ensure diversity of representation on this committee" (SLA Bylaws, p. 9).
- SLA Representatives, IUPUI Faculty Council: SLA has three such representatives. (This is likely to remain the case for some time; however, the number of representatives allotted to SLA is subject to change as the various schools on campus change in size. So check with the secretary of the faculty council to be sure of the number of representatives our school is allotted.) These representatives must be tenured or tenure-track, and no more than two can be from the same department. At least one should be from the humanities; at least one should be from the social sciences.

Three further facts that may be helpful:

- This year, we did not heed the fourth bullet point at the top of the second page of the 2010–11 committee report. That is, we did not "compile ... the approximate percentage of each department represented on elected committees ... [to produce] leverage to encourage participation from under-represented departments." That's partly because we felt pressed for time. Even so, we did OK as far as finding volunteers for the slates.
- One thing we found is that it's helpful to approach people *in person* when seeking out volunteers to be on the slates. Of course, email is convenient and often necessary, but we found that a personal approach worked well this year.
- At the January faculty assembly meeting we informed the assembly of the elected committees in need of slates and, for each committee, of the departments eligible to serve. We also solicited nominations and suggestions from the floor. Before doing so we prepared the attached "Notes on SLA elected committees, January 2012." This was helpful to us in that, by preparing it, we became clear on (and consolidated) the facts relevant to our main task. More important, it was helpful to the assembly, for it provided facts necessary for making viable suggestions for the slates.