Faculty Senate Appointments Team
Proposed Process and Guidelines

Date of Proposal: October 6, 2011
Revised: _____
Date of Adoption: _____

INITIATION OF NOMINATION PROCESS

As a Standing Team of the Faculty Senate, all requests for faculty appointments or nominations must be made through the Faculty Senate Leadership Team, to the Appointments Team Facilitator, and then to Team Members. Any requests made directly to the Facilitator or any Team Member will be referred back to the Faculty Senate Leadership Team for approval prior to the Facilitator bringing requests to the Appointments Team.

To initiate the process of a request for faculty appointment or nomination, the requesting person, office, or group must provide the following information to the Faculty Senate Leadership Team:

1. Name of committee to which appointment or nomination will be made;
2. Brief description of the committee, its charge/duties, and scope of activities;
3. Number of nominees or appointees needed;
4. Time commitment anticipated from each committee member, including term of service;
5. Specific qualifications required or desired (e.g. faculty assignment; membership in a specific college; years at FGCU; expertise in a specific field; etc.);
6. Role and responsibility of the faculty committee member.

SOLICITATION OF NOMINEES

Once a complete request has been made to the Faculty Senate Leadership Team and transmitted to the Appointments Team Facilitator, the Facilitator will ask the committee to seek nominees or appointments for the respective committee(s). In general, and excluding those instances when selection of nominees or appointees is required to occur by election (i.e. Sabbatical Committee), the Team will use the following process for identification of nominees or appointees:

1. Send an email solicitation for interested parties;
2. When deemed necessary or appropriate, solicit qualified persons, based on specific qualifications (criteria) identified from the request;
3. Team members will bring all qualified responding parties to the full team, making recommendations when applicable;
4. The full Team will evaluate all interested parties based on specific qualifications (criteria) identified in the initial request and in the context of the available candidates;
5. The full Team will create a final list of nominees or appointees based on specific qualifications (criteria) identified in the initial request and in the context of the available candidates;

6. Appointments Team Facilitator will report that list back to the Faculty Senate or the Faculty Senate Leadership Team, as appropriate or requested.