FACULTY PERSONNEL COMMITTEE NOMINATION PROCESS

By Davis Division Bylaw 43(A)(4), Faculty Personnel Committees (FPCs) are subordinate to the Committee on Academic Personnel (CAP). CAP has delegated its authority to make recommendations on certain merit advancements and to make mid-career appraisals of assistant professors to these committees. Accordingly, all appointments to the FPCs are made by CAP in the following manner.

I. When a college or school’s Faculty Personnel Committee requires no members or Chair from another academic unit

The Executive Committee, in consultation with the FPC, proposes a slate of candidates from the academic unit in question to fill vacant positions and—except as indicated below—when the chairship of the committee becomes vacant, nominates the chair of the committee. At least two choices should be provided for each position.

II. When the membership of the FPC must include a member or a Chair from another school or college

CAP shall nominate and appoint those members who must be from other academic units, including the chair of the committee (when the chair must come from another unit).

III. Procedures Applicable to Nominations by Executive Committees

1. The slate of proposed candidates for membership shall include at least two choices for each position. A single member of an existing FPC may be nominated as chair of the committee. Those nominated should have already consented to serve before the nominations are sent forward.

2. The nominations are forwarded directly to CAP.

3. CAP appoints the members and the chair of the FPC or requests additional nominations.

4. CAP sends out appointment letters to the members and chairs of FPCs.

IV. Term of Appointment

Appointments are effective September 1 through August 31 and are normally for a three-year term. The chair of a committee is normally appointed for one or more years as the needs of the FPC may require.
V. Nomination Deadline
Nominations should be submitted to CAP no later than April 30th of each year.

VI. General Criteria for Selecting Nominees

1. FPC membership should represent—to the greatest extent possible—the breadth of the fields available in the academic unit.

2. No more than one member of any department should serve on an FPC at the same time.

3. Department Chairs, Program Chairs and Section Chairs are not normally eligible to serve on FPCs. Exceptions are made only in unusual circumstances.

4. All FPC members should be full professors.

5. Whenever possible, FPC membership should reflect the gender and ethnic diversity of the faculty. However, this consideration should not override the previous four criteria.

VII. Guidelines for Special Circumstances

1. Committee members who are appointed to fill an expired term are then eligible for reappointment for full-term in their own right. Nominations to fill vacancies shall meet the same criteria and follow the same procedures used for regular nominations.

2. Committee members who leave the committee in mid-term are replaced permanently. They are eligible for re-nomination when a vacancy on the FPC (in their area) occurs, but re-nomination is subject to the usual selection process and appointment is not automatic.