

March 22, 2018

To: Faculty Executive Committee Chairs

Re: 2018-2019 Faculty Personnel Committee (FPC) Nomination Process

The Academic Senate Committee on Academic Personnel-Oversight (CAP) is charged with organizing and appointing Faculty Personnel Committees (FPCs) in each College and School per Davis Division Bylaw 43 (enclosed). Faculty Personnel Committees are subcommittees of the Committee on Academic Personnel-Oversight. Each FPC makes recommendations regarding all matters related to academic personnel within rank and not requiring extramural review, including merit increases (normal and Step Plus), and other personnel actions delegated to it by CAP. FPCs report a summary of personnel actions falling under their jurisdiction and their disposition annually to CAP.

Reconstitution of Professional School FPCs

Based on a recommendation from CAP and endorsement by the Academic Senate Executive Council, the smaller professional schools will continue to be combined into a single FPC comprised of one member from each of the schools. This has the practical advantage of addressing the difficulties that CAP has encountered in constituting the FPCs for each of the schools. More importantly, the committee will review a much larger number of cases, allowing it to develop the expertise and broad perspective that distinguishes evaluation by the FPC from evaluation by the voting unit. The Graduate School of Management, the School of Education, and the School of Law have faculty with overlapping expertise, but with sufficient diversity to be advantageous in the evaluation process. The School of Nursing also fits well given that faculty study health education, health care policy, and informatics, in addition to applied nursing.

The Faculty Executive Committee (FEC) for each of the smaller professional schools mentioned above should submit nominations to CAP for the combined professional school FPC.

Deadline: Friday, May 4, 2018 at 5:00pm

CAP has routinely had difficulty filling FPC vacancies in a timely and procedurally clear manner and therefore requests that all appointments to FPCs be consistent with the following procedures:

Nomination Process

1. When a College, School or Division has an Executive Committee
The Executive Committee, in consultation with the FPC, proposes a slate of candidates from the academic unit in question to fill vacant positions and when the chair position of the committee becomes vacant, nominates the chair of the committee.
2. When a College, School or Division has no Executive Committee, but has a Chair of the Faculty
The Chair of the Faculty, in consultation with the FPC, proposes a slate of candidates to fill vacant positions and when the chair position of the committee becomes vacant, nominates the chair of the committee.
3. When a College, School or Division has neither an Executive Committee nor a Chair of the Faculty
The FPC, in consultation with the faculty, proposes a slate of candidates to fill vacant positions and when the chair position becomes vacant, nominates the chair of the committee.
4. When the Membership of the FPC has members, or a Chair, from another Academic Unit
The FPC, in consultation with the faculty, proposes a slate of candidates to fill vacant positions and when the chair position becomes vacant, nominates the chair of the committee. CAP shall nominate and appoint all members who must be from other academic units, including the chair of the committee (when the chair must come from another unit).

Procedures Applicable to Nominations by Executive Committees, Chairs of the Faculty, and FPCs

1. The slate of proposed candidates for membership shall include at least two nominees for each position. Those nominated should be willing to serve before the nominations are sent forward and should be available for meetings throughout the year. **CVs should accompany each nomination.** A single member of an existing FPC may be nominated as chair of the committee.
2. Each nomination, with supporting documentation, should be sent electronically to Academic Senate Analyst Sierra Feldmann (smfeldmann@ucdavis.edu).
3. CAP appoints the members and the chair of the FPC. CAP will request additional nominations if it finds that the slate of nominees provided is not acceptable.
4. CAP sends out appointment letters to the new members and chairs of FPCs.

Term of Appointment

Appointments are effective September 1 through August 31 and are normally for a three-year term, depending on the needs of the FPC. The chair of a committee is normally appointed for one or more years as the needs of the FPC may require.

Nomination Deadline

Nominations for FPC membership should be submitted no later than **May 4, 2018**.

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. Each FPC must include members of that Faculty, but may include other members as necessary.
3. Department Chairs, Program Chairs, and Division Chiefs are not eligible to serve on FPCs.
4. All FPC members should be full professors.
5. Committee members who are appointed to fill an expired term are then eligible for reappointment for a full term. Nominations to fill vacancies shall meet the same criteria and follow the same procedures used for regular nominations.
6. Committee members that need to be replaced mid-term are replaced permanently. They are eligible for re-nomination when a vacancy on their FPC occurs, but re-nomination is subject to the usual selection process and appointment is not automatic.

Please contact Academic Senate Analyst, Sierra Feldmann, with any questions at smfeldmann@ucdavis.edu or 752-1076.

Sincerely,



Mary Christopher, Chair
Committee on Academic Personnel-Oversight

Davis Division Bylaw 43

43. Faculty Personnel Committees (Am. 10/21/2002)

A. Organization.

1. The number of members and the organization of each Faculty Personnel Committee shall be determined by the Committee on Academic Personnel in consultation with the Executive Committee of each Faculty.
2. The Executive Committee of each Faculty shall nominate, subject to confirmation by the Committee on Academic Personnel, the members of the Personnel Committee for that Faculty.
3. The Personnel Committee of a Faculty must include members of that Faculty, but may include other members of the Division.
4. The Personnel Committees of the Faculty are subordinate to the Committee on Academic Personnel and subject to its jurisdiction.

B. Duties. Each Faculty Personnel Committee shall have the following duties:

1. To make recommendations to the Chief Campus Officer regarding all matters related to academic personnel within rank and not requiring extramural review, including merit increases (normal and accelerated), and other personnel actions delegated to it by the Committee on Academic Personnel, but excepting those personnel actions for which the Committee on Academic Personnel assumes primary responsibility according to DD Bylaw 42(B)(3).
2. To report its actions regularly to the Committee on Academic Personnel.
3. To report to the Committee on Academic Personnel annually (or more frequently if required) a summary of personnel actions falling under its jurisdiction and their disposition to be forwarded as part of that Committee's report to the Representative Assembly as required in paragraph DD Bylaw 42(B)(9).