

February 15, 2013

Hello All,

I'm writing on behalf of the Faculty Assembly Nominations Committee – Raymond Burt and Eddy Souffrant – to request nominations for the 2013-2014 Faculty Assembly Executive Committee.

We have three officer positions to fill: Chair-Elect, Vice Chair, and Secretary. In addition, we need to elect 7 members to the Executive Committee.

I have appended a summary of the details of our election procedures (from the bylaws) and of the work of the Executive Committee. Please refer to it as you consider your nominations.

At the April 19<sup>th</sup> meeting, we will do the following:

- Elect a Chair-Elect
- Elect a Vice-Chair
- Elect a Secretary.
- Break into caucuses and elect 5 Executive Committee members, as follows:
  - 1 from the 5-delegate campuses,
  - 1 from the 4-delegate campuses,
  - 1 from the 3-delegate campuses,
  - 1 from the 2-delegate campuses, and
  - 1 Chair of the HMI committee.
- Reassemble the body and elect 2 at-large Executive Committee members.

**Please send your nominations for the CHAIR- ELECT, VICE CHAIR, AND SECRETARY positions and the 2 AT-LARGE members to the members of the nominating committee (Raymond Burt, [burtr@uncw.edu](mailto:burtr@uncw.edu), and Eddy Souffrant, [esouffra@uncc.edu](mailto:esouffra@uncc.edu)) and/or to Kelley Gregory ([kelle yg@northcarolina.edu](mailto:kelle yg@northcarolina.edu)) by March 15<sup>th</sup>. You may also, of course, forward nominations for your caucus group.**

When considering (or accepting!) nominations, please take into account the responsibilities of the Executive Committee (see attached). Also, consider the expectation that all Executive Committee members will serve in leadership roles for, and participate fully in the work of, the committee.

The nominations will be distributed with the agenda for the April 19 meeting – on or before April 5<sup>th</sup>.

Thanks for your participation!

Catherine



## Information about the FA Executive Committee, FA Elections, and FAEC Responsibilities

EXECUTIVE COMMITTEE (13 members total; 11 elected, 2 appointed):

- 3 elected officers of the Assembly (Chair, Vice Chair, Secretary)
- Chair-elect
- 1 officer from the staff of the University (appointed by the President; non-voting)
- 1 Parliamentarian (non-voting, ex-officio; appointed by the Chair)
- 7 members elected from the full Faculty Assembly:
  - 4 members – 1 from each of the four major classifications of campuses (based on total number of faculty at each campus as a percentage off total number of faculty in the system):
    - 5 delegate campuses: ECU, NCSU, UNC-CH, UNCC
    - 4 delegate campuses: ASU, NCA&T, UNCG, UNCW
    - 3 delegate campuses: FSU, NCCU, UNCP, WCU, WSSU
    - 2 delegate campuses: ECSU, NCSSM, UNCA, UNCSA
  - 1 member – the chair of the Historically Minority Institutions committee
  - 2 at-large members (elected by the entire Assembly)

BREADTH of MEMBERSHIP:

No one institution may have more than 2 members on the Executive Committee at the same time (excluding elected officers or the Parliamentarian, if no other person from a different school can be found willing to serve)

TERM LIMITS:

No one institution can have an at-large member for more than three consecutive years.

ELECTIONS of Executive Committee Members:

The delegates from each of the four major classifications of campuses will meet as a caucus before the end of the academic year and elect one of their delegates to serve as a member of the Executive Committee in the succeeding year.

NOMINATIONS:

The Executive Committee shall constitute a Nominations Committee of at least two, but no more than five, members. At least ten days prior to the meeting at which an election is to be held, this committee shall circulate, by written or electronic means, a slate of nominees for each elective office.

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### ***THE WORK of the EXECUTIVE COMMITTEE:***

Faculty Assembly Executive Committee (FAEC) members are responsible for setting the agenda for Faculty Assembly (FA) meetings, serving in leadership roles on FA Committees, and (as appropriate) serving as faculty representatives on GA committees/workgroups/taskforces.

In addition, for the 2013-2014 academic year, the FAEC will be asked to help the Chair and the Chair-Elect organize the faculty role in implementation of the strategic plan. This will likely entail additional FAEC meetings and possible appointments to additional committees. The work of these groups will likely have short turn-around times and may require additional trips at GA and/or in videoconferences. Hence, FAEC members should be willing and able to contribute more than the normal time to their FA duties.

#### FAEC Minimal Meeting Schedule:

- a 2-day planning retreat in the summer (dates to be determine, but the most likely dates are either June 17-18 or August 5-6)
- the Thursday evening before each Assembly meeting (typically 5:30 – 8:00)
- an agenda-setting conference call approximately 2½ to 3 weeks before each Faculty Assembly meeting
- additional conference calls, as needed, between FA meeting to take care of logistical details for meeting events