

Identifying Candidates for Committee Service

1. Identify committee needs: number of open slots, School, department, gender, etc.

This is done over the summer by the Faculty Governance Administrator, based on

- Determining which committee members' terms end the next June
- Consultation with committee chairs and staff re any specific needs for School, department, gender, etc.

All else being equal, the goal is for 5-School representation, at least one woman, and underrepresented minorities as feasible.

2. Identify potential candidates

- Faculty known to CoN members who they believe would be a good match for a particular committee
- Committee preference lists from the annual survey
- List of recently tenured faculty
- List of all tenured faculty who have not served on committees

At the first meeting, CoN members go through needs by committee – number of open slots, which Schools/departments are important for each committee, gender, URM, etc. – and consider the above possible ways to identify potential nominees.

3. Important factors when considering an individual for service

- Tenure Status: Tenure is strongly preferred, but not mandatory. Recently tenured faculty are strong candidates for most committees.
- Interest: Has an individual expressed interest in serving on a particular committee? If an individual was identified other than through the preference survey, check whether s/he:
 - i. indicated a preference for any particular committee(s)
 - ii. requested to opt out of service during the next academic year
- Previous Service: What committees has an individual served on/is serving on? Is s/he likely to have availability and relevant experience? In addition to service history, check the person's website to see if there is anything that would make them a good candidate for service on a particular committee.
- Committee Needs: School, departments, gender, URM, etc.
- Chair Potential: Each year, at least one nominee per committee should have the potential to serve as chair in the future.

CoN members consider these factors in their discussion of potential candidates for service. In some cases it may be relevant to consult with other colleagues outside CoN.

4. Contacting potential candidates

- CoN members should be prepared to describe the core function of the committee and the time commitment. Send the overview sheet located on the CoN working documents site.
- If a candidate is interested, confirm that s/he has no known conflicts with the committee's standard meeting time (if there is one). Also check regarding plans for leaves: accommodations can be made for these, but committee chairs/staff need to be informed.