

**INDIANA UNIVERSITY-PURDUE UNIVERSITY
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MEMORANDUM

TO: Susanmarie Harrington, President
SLA Faculty Assembly

FROM: Paul Carlin
Chair of SLA Nominating Committee, 2003-2005

SUBJECT: Nominating Committee Report

DATE: September 23, 2005

Forgive the tardiness of this summary note; it was an extremely busy summer by any standard. Perhaps you can pass this on to this year's Chair of the Nominating Committee.

In its deliberations over the last two years, the Nominating Committee attempted to get at least one more nominee than positions to be filled for each election. We were successful in all cases except in finding willing nominees for the position of Secretary of the Faculty Assembly.

The vast majority of the Committee's business can be completed in the spring term. We typically met once early in the fall term to elect a Chair and arrange for the preparation of minutes. The Chair should review the Faculty Assembly website and by-laws to determine which offices need to be filled in the coming year.

We also addressed the need to find nominees for the SLA Representatives to the IUPUI Faculty Council. As you may know, there are both at-large and unit representatives to the Faculty Council. There is no necessary role for the Nominating Committee in the selection of at-large candidates. Individuals simply nominate in response to a call for nominations from Molly Martin. Nevertheless, the Chair typically coordinates with the President to ensure that some candidates are forthcoming for at-large seats.

As the By-laws indicate, the Nominating Committee must come up with nominees for the SLA Representatives to the Faculty Council. The following notice on the Faculty Assembly website makes this clear:

The School of Liberal Arts, like every academic unit on campus, elects a number of representatives to the IUPUI Faculty Council (this is in addition to any seats which may be filled by Liberal Arts faculty serving as at-large members). Each spring, the Faculty Council coordinator contacts the Faculty Assembly president to report how many unit-elected slots we will have for the coming year. The number may change slightly from year to year because these slots depend on the relative sizes of the faculty in different schools. The Nominating Committee puts forth a slate for these seats. In addition, the Nominating Committee may publicize names of colleagues willing to be elected as at-large members in order to maximize our voice at the campus level.

Through inadvertence, the SLA was short a member or two and so last year we needed to nominate individuals during the fall to finish off vacant terms. Now that we are up to full strength, there should be no need to do this in the fall. As I understand it, Bob Barrows was elected to the term lasting through June 2007 and Nathan Houser and Bill Schneider are serving through June 2006. That means the Faculty Council seats could just be added to the list of offices to be filled and addressed in the spring term.

The Chair should always encourage members to be thinking through the fall term about individuals who might be excellent candidates for the various positions.

The other thing that needs to happen in the fall is to take steps to learn about the constraints on the nomination process. The Chair should consult the By-Laws for certain restrictions on membership. P&T should be all Professors except when the interests of diversity and balance suggest the need for an associate professor to be appointed. The Enhancement Review Committee consists of only tenured faculty. Senior lecturers and lecturers are appropriate for some committees but not for all.

Slates should be balanced relative to the humanities and social sciences, as well as gender, race and any other diversity issues.

To facilitate the work of the Committee, the Chair should ask Catherine Souch, Associate Dean of Academic Affairs, for an accurate list of faculty. There are inevitably errors on the list but it is a helpful starting point. The Chair should ask members to provide any corrections they know about, and seek the assistance of the relevant department chair if a question cannot be resolved otherwise.

David Ford, Associate Dean for Research and Graduate Studies, can provide a list of individuals who have applied for sabbatical. We typically avoid nominating those individuals. One thing we did not do, but probably should have, is to ask him for a list of individuals who will be returning from sabbatical. Those individuals can be nominated, with their consent. It is often possible to make contact now even if the faculty member is overseas but in at least occasional e-mail contact with their department.

Although the work of the Committee can be completed in the spring term, it is imperative to meet early in January for about two hours to determine potential nominees. Typically the Committee splits up the task of seeking agreement of individuals to be nominated. You must walk out of that meeting with sufficient nominees for each office and a list of which Nominating Committee member will contact each potential nominee.

Inevitably some will decline. The Committee must then be agile in finding new nominees. It helps if the Committee thinks of potential back-ups during the January meeting. The Chair should take the lead in revising the slate as it goes. We were able to do this via e-mail discussion. The deadline is that a complete slate must be presented at the second meeting in the spring term. Typically this has been the March meeting. The slate should be settled early enough that there is time to create a Power Point presentation of the nominees with pictures (downloaded from the Faculty/Staff Directory).

That just about sums it up. The important thing for the Chair is to be in contact with the Faculty Assembly President so that any changes that come up can be addressed. If the new Chair should have any questions I would be happy to be consulted.