The Provost is requesting Faculty Senate to seek nominees from their college for any vacancies on this committee for their college (see memo which ones and number needed).

- 1. **If there are 2, 3, or 4 reps on senate, do all four seek nominees or is one designated to take charge?** Everyone should seek nominees. However, there may be requests for 0 to 2 nominees per college/unit so those with several FS reps should coordinate with each other who will take over the responsibility of returning two (or the number requested) nominees on the form for your college.

- 2. **Is it okay to ask for assistance from the Dean’s Office?** Although nominations are submitted by the senate, it is expected that you, as Faculty Senate representatives, solicit nominees from your college faculty following the by-laws in your college, if any. The intent is that the nominees come from the faculty within your college and senator(s) shall submit two names (or the amount requested on the form) per college/unit.

- 3. **Can more names be nominated by a college?** Doing so isn’t the best way to ensure the best candidates represent your college on this important committee.

- 4. **Do college by-laws include this process; if not, should they?** Each college should decide what is best.

- 5. **Does it have to be a full professor could it be assoc. or asst.?** See excerpt below:

  Excerpt from Provost letter:

  “Please consider the broad cross section of academic duties for the professorate -- scholarly work via teaching, research/creative activity, outreach, and service -- when making nominations. It is important to have a committee that on the whole is representational of these major pursuits. I encourage you to nominate professors who are seen as leaders in their colleges and departments. The responsibilities of the committee collectively are to understand and implement the university’s policies regarding tenure and promotion.”