

Approved by Faculty Senate  
September 6, 2016

### **CRITERIA FOR FACULTY TRUSTEE**

The Faculty Trustee is a faculty member selected for a two-year term on the University of Memphis Board of Trustees. The selection is conducted by the Faculty Senate.

#### **Eligibility**

The Faculty Trustee must be a tenured full-time faculty member with at least 5 years of experience at the University of Memphis.

#### **Desired Qualities**

This is a list of desirable qualities for a Faculty Trustee to help guide applications. It is recognized that faculty members will have a wide range of experiences and backgrounds.

Candidates should demonstrate:

- A commitment to shared governance and the faculty's role
- Any appropriate board experiences
- Evidence of leadership activities
- Understanding of wider university issues, such as budgeting, finance, personnel decisions, curricular issues, etc.
- The ability to work as part of group
- The ability to effectively communicate university issues and culture to others, especially those not from a university environment
- Other experiences appropriate to prepare one for service on this board

### **PROCEDURE FOR FACULTY TRUSTEE SELECTION**

The Executive Committee of the Faculty Senate will serve in the role of search committee for the selection of the Faculty Trustee. The process will be initiated by the president of the Faculty Senate sending out a call for applications or nominations to all faculty with a deadline for these applications to be submitted. Each application should include a CV but, more importantly, a written statement addressing the candidate's experiences and qualification that would make them suited for this position.

After the deadline for applications, the Executive Committee will make available the materials from all applicants to members of the Faculty Senate. The Executive Committee will then proceed to screen the applicants and develop a list of 2–5 finalists.

The Executive Committee will present their proposed list of finalists to the Faculty Senate at a regular meeting for approval. The Faculty Senate members will have the opportunity to discuss the merits of these candidates and propose amendments to this list. Amendments must be approved by a vote of the senators and the list of finalists must also be approved by the full Faculty Senate.

Upon approval, the finalists and their application materials will be made available to all faculty. A series of open, public forums will be scheduled where each candidate shall make a brief statement followed by a question-and-answer period. These will be recorded and made available for those not able to attend the live forums. Feedback from all faculty will be solicited after these forums. In addition, meetings will be set up with the university president and others of the university president's choosing, and feedback to the Executive Committee solicited. A forum for the members of the Faculty Senate will also be held.

All feedback will be made available to the Faculty Senate members. Each member of the Faculty Senate is required to hold a discussion with their home academic unit about the candidates for trustee. The senators must poll their unit to guide their subsequent voting.

At a regular Faculty Senate meeting, the president of the Faculty Senate will lead a discussion of the candidates followed by a vote of all senators. The final vote will be by roll call and each response recorded. In the event of no one candidate receiving more than 50% of the votes, the normal senate procedures will be used to eliminate the candidate with the lowest number of votes and another vote will be held, doing so until one candidate exceeds the 50% total.