

**Academic Senate for California Community Colleges**  
Board of Governors – Faculty Appointee Nomination

**Policy and Procedures**

**Policy**

Each year by September 30 the President of the Academic Senate will present to the Governor of the State of California a list of at least three faculty nominees to fill any vacant California Community Colleges Board of Governors faculty member positions. The names submitted may be that of those of sitting Board of Governors members.

**Procedures**

1. The Senate Office will initiate the Board of Governors (BoG) faculty member nomination process in January, closing June 30.
2. The Senate Office will promote recruitment of nominees via the website or other publications as appropriate.
3. Candidate interviews will be conducted by the Executive Committee during its September Executive Committee meeting, but no later than the third week of September
4. The President will forward the list of nominees to the Governor no later than September 30.

**Process**

Each year the President of the Academic Senate or his/her designee shall initiate and oversee the recruitment and selection process to ensure timely submission of nominees to the Governor's Office.

1. QUALIFICATIONS

a. Required:

- i. Tenured faculty member currently employed in that capacity (See Education Code §71000-71004).
- ii. Extensive and sustained leadership experience in an academic environment.
- iii. Demonstrate understanding of California community college issues at a state level.
- iv. Demonstrate ability to present a reasoned argument in educational policy through interview questions presented by the Executive Committee.
- v. Demonstrate understanding of the role of the BoG.
- vi. Upon appointment, agree to resign from the executive board of any statewide community college organization. The Academic Senate will only forward the name of those candidates who agree to this requirement.

b. Desirable:

- i. Academic senate leadership experience at local level such as senate officer, Executive Committee member, or committee chair.
- ii. Experience at statewide level such as Academic Senate committees, Chancellor's Office advisory committee, or other statewide faculty organization.

2. REQUIREMENTS

Applicants must submit a statement of intent of why they would be an effective member of the Board of Governors, which includes, but is not limited to a commitment to students and the mission of community colleges, and a reference to qualifications for the position, an application, and a résumé. A letter of support from the candidate's local senate is desirable.

3. PROCESS AND TIMELINE

- a. During the third week of January, the Senate Office will send out an announcement letter to the local senate president at each college. A second notice will be sent to the local senate presidents during the first week of February.
- b. The application process will close on June 30. The application process deadline may be extended at the discretion of the President, and notification of the extension of the deadline will be sent to the local senate presidents.

4. INTERVIEWS

a. Timeline

**July:** The Senate Office will screen the applications for completeness. Incomplete applications will not be considered. Applicants whose applications are deemed incomplete will be notified and be invited to apply again in the future.

**August:** The President of the Academic Senate shall present draft interview questions for review and possible revision by the Executive Committee. To preserve the confidentiality of the process and to ensure fairness to nominees, the review and revision of interview questions will be conducted in closed session. The Officers and Executive Director will then screen the applications based on the required and desirable qualifications and determine the candidates for nomination to be interviewed by the Executive Committee.

**September:** All candidates, including sitting Board of Governors members, shall be interviewed by the Executive Committee to be considered for nomination to the Governor.

- i. The Executive Committee will ask each interviewed candidate the same questions; however, follow up questions are allowed.
  - ii. After all interviews are completed the Executive Committee will select at least three candidates, by majority vote, for recommendation to the Governor's Office as nominees to fill the Board of Governors appointment(s).
- b. If three candidates are not selected, the Executive Committee will reopen the process and actively recruit new applicants.

5. INTERVIEW RECUSAL

Any Executive Committee member may elect to recuse him/herself from the process. Recusal means noninvolvement of an Executive Committee member in any discussion of, and decision regarding, the relevant matter to ensure that the member's independence of judgment is not compromised, that the public's confidence in the integrity of the Executive Committee is preserved, and that the Senate's mission is protected. Therefore, the recused member shall not be present in the closed session during any part of the Board of Governors nomination process.

6. NOTIFICATION PROCESS

- a. The President will forward the list of nominees to the Governor's Office no later than September 30.
- b. The week following the interviews, the Senate Office will notify candidates of their status.
- c. Candidates forwarded to the Governor will be informed about the process for submitting applications to the Governor's office, including how to submit a Governor's application and expectations of interviews with the Governor's staff.
- d. Should the employment status of any nominee change such that the status is no longer that of faculty, then the Academic Senate will withdraw that nominee's name from further consideration.

7. REVIEW PROCESS

The Standards and Practices Committee will review the process annually and recommend any changes to the Executive Committee as needed.

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