CSUN’s Faculty Trustee Nomination Process

The ASCSU calls for each campus to develop its own procedures for nominating candidates for Faculty Trustee. CSUN selects its nominees as follows:

1. The ASCSU Faculty Trustee Recommending Committee sends the Faculty President a document detailing the nomination process and criteria for nominees for Faculty Trustee. This includes the date by which the ASCSU must receive the campus nominees’ materials.

2. The Senate Executive Committee (SEC) approves a calendar for the campus nomination process. This calendar includes:
   - The date and time by which nominees must submit electronic copies of their nomination packet to the CSUN Senate Office.
   - The date SEC will meet to review applications.
   - The date by which the Faculty President will notify nominees of SEC’s decision on their application.
   - The date and time by which approved nominees must electronically submit all required nomination materials in the required format to the Senate Office. This date will normally be three working days prior to the deadline for receipt of nominations established by the ASCSU.

3. The Faculty President emails a call for nominations with the deadlines approved by SEC to members of the CSUN Faculty Senate. The CSUN Faculty Senate web page is updated to indicate that nominations are open. Both announcements include links to the ASCSU criteria and this document.

4. After the deadline for submission, the Senate Office packages all submitted application packets and electronically distributes them to members of SEC.

5. SEC reviews the submitted applications. For each application, SEC considers the motion “to forward the application to the ASCSU pending proper formatting of all

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*a The ASCSU requires that this process include the ability to nominate by petition. The CSUN process operates by self-nomination with the CSUN Senate Executive Committee reviewing all submissions. This obviates the need for a petition process.*
documents and receipt of all signed letters of reference”. SEC will not pass this motion for any application of which any of the following is true:

- The application is missing materials required by the ASCSU criteria other than letters of reference. (Applications missing anticipated letters of reference will be considered without prejudice.)
- There is at least one ASCSU criterion which the application fails to provide evidence that the applicant satisfies.

(6) The Faculty President notifies each applicant of SEC’s decision on their application.

(7) The Faculty President and Senate Office staff work with nominees whose applications were approved to complete their nomination packets. All materials, including signed letters of reference, must be electronically received by the Senate Office prior to the deadline established by SEC.

(8) The Faculty President transmits the complete nomination packets to the ASCSU prior to the deadline established by the ASCSU.

Senate Executive Committee
Approved: 4 October 2018