

University Nominating and Recruitment Committee

Request for Nominees

(For UNRC Committee use only - Not for dissemination)

Please provide the following information and submit the form to the UNRC chair at sadams1@udayton.edu.

Office/Committee requesting nominations: _____

Contact person: _____

Unit/Division: _____ Department: _____

Phone: _____ Email: _____

1. Describe the position for which nominations are being sought. What is the charge of the committee or description of work?
2. Who is eligible to serve?
3. Who is eligible to nominate?
4. Who will make the decision?
5. What is the term/time frame of the work involved?
6. When are the names needed?
7. What are the required and preferred qualifications for the nominees?
8. How will the nominees be informed if they are selected?
9. Please use the template on page 2 to prepare an email narrative that will be sent out to all eligible candidates.

Contact your unit/division representative for information and with questions-

Shauna Adams, chair- SEHS sadams1@udayton.edu
Omer Bilgin- SOE obilgin1@udayton.edu
Jason Bourgeois- Libraries jbourgeois1@udayton.edu
Carissa Krane- VP Academic Senate ckrane1@udayton.edu
Mark Jacobs- SBA majacobs1@udayton.edu
Leslie Picca- CAS lpicca1@udayton.edu

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Email Narrative Template

This email narrative will be used to communicate the details of the service opportunity. The template below is designed to streamline this effort while also maintaining a consistent process.

Dear Faculty Colleagues,

The University Nominating and Recruiting Committee (UNRC) seeks nominations (both self and peer) of **insert faculty classification/rank** to serve on the **insert name of committee/taskforce/workgroup**.

The UNRC, a subcommittee of the Executive Committee of the Academic Senate (ECAS), was created by Academic Senate Document 2009-01 to facilitate a process by which faculty representatives interested and qualified to serve on University-wide committees are identified through an open process of self and peer nomination. Faculty participation is critical in shaping the direction and strategy of the University and is one mechanism for faculty participation in shared governance.

Insert the name/office/position has requested the assistance of the UNRC to identify faculty to serve on the **insert the committee/workgroup/taskforce**. The UNRC is soliciting nominations (self or peer) of **insert faculty classifications that are eligible to serve** faculty to represent the faculty in this capacity. The expected timeframe for this work is the **insert timeframe**.

Please note that deans and associate/assistant deans as well as the provost and assistant/associate provosts are not eligible to serve as faculty representatives. However, their assistance in soliciting faculty nominees is greatly appreciated.

Requirements: **insert requirements- (ex. Nominees should be full time, tenured/tenure-track faculty and have experience in working with the office for the VP for Advancement. Nominations can be made by all full time faculty and academic administrators.)**

The UNRC will supply a list of nominees to ECAS which will narrow the list to **insert the number of nominees requested** faculty for consideration by **insert the name of the person/committee** who will make the final decision. The diversity of members of the committee will be an important consideration in addition to familiarity with the activities conducted by the **insert the position/committee/taskforce as appropriate**.

Interested individuals should complete and submit the Google Form found at <https://goo.gl/forms/kjxvaZyjVGJiF06i2> by the end of the day on **insert deadline date**. To nominate a peer for this service opportunity, complete the peer nomination form found at <https://goo.gl/forms/pOTQJJ3nNEjLoh1C2>.

Please consider nominating yourself or others for this important service opportunity.