COMMITTEE ON COMMITTEES
NOTICE OF ELECTION AND CALL FOR NOMINATIONS
APRIL/MAY 2019

The Academic Senate is now accepting nominations to fill two at-large vacancies for the Committee on Committees for the term September 1, 2019 through August 31, 2022.

This committee is charged with appointing or removing committee members, representatives to UCSF Senate committees, Systemwide Senate committees, and members of ad hoc committees and task forces as requested for the San Francisco Division of the Academic Senate. As such, its discussions take place in a confidential setting. CoC is a very important committee, and is responsible for the appropriate execution of shared governance through its formal "Senate" appointments to special UCSF and UC-systemwide task forces and committees.

CoC meets from October to late May/early June, which includes a relatively intense period of work from mid-March to late April/early May. Meetings are held on Friday afternoons on the Parnassus campus. Zoom videoconference is an option for members who cannot meet in person.

Above all else, CoC members need to be knowledgeable about both the Senate and the University. Preferably, nominees should have served a three-year term in at least one other Senate standing committee. In addition, members should have reasonable familiarity with their faculty colleagues across Schools and departments. For this reason, only nominees who at the Associate or Full Professor rank are considered.

Nominations must be completed by 5:00 pm, Friday, May 17, 2019.

Faculty members in the Adjunct, Health Sciences Clinical, In-Residence, Ladder Rank, and Clinical X series are eligible to nominate, be nominated, or support a nomination. Self-nominations are also allowed. Nominees must secure four supporters (including the nominator) in order to run in the election. Current or previous members of the Committee on Committees may be re-elected as well. Upon election, members are expected to be consistently available for meetings to ensure the continuity of the work of the Committee. The current membership of the Committee on Committees is located on the Senate's homepage. The Committee on Committees is governed by Bylaws 102 and 105.

NOMINATION PROCESS:

Members of the Division have two methods to nominate a faculty member:
1. Send an email to todd.giedt@ucsf.edu indicating the name(s) of the faculty member being nominated, the names of four supporting nominators, and confirmation of acceptance of the nominee of this nomination.

2. Submit a nomination form via the Senate Service Portal: https://senateserviceportal.ucsf.edu/v3/, and follow these directions:
   a. *In the left directory, click "Nominate Faculty" under "Call for Nominations."*
   b. *Select Nominee:* Enter the last name in the search box, locate then click on the nominee's name.
   c. *Select Supporting Faculty*:
      i. Enter the last name in the search box, locate then click on the supporting faculty member's name.
      ii. Repeat step i for each additional Supporting Faculty.
      iii. Each Supporting Faculty you add will be listed.
   d. *Add Support documents* by clicking the "Choose Files" button in the "Support Document Upload" section. Select multiple documents to upload.
   e. Click "Nominate Nominee" to process your nomination form.
   f. All supporting faculty listed will receive an email with instructions and a link to login to Senate Service Portal and confirm their support.

If you have questions, please contact Todd Giedt, Executive Director at todd.giedt@ucsf.edu (476-1307).

Thank you for your participation in shared governance at UCSF.