

**COMMITTEE ON COMMITTEES  
NOTICE OF ELECTION AND CALL FOR NOMINATIONS  
MAY 2017**

**ONE SCHOOL OF PHARMACY REPRESENTATIVE VACANCY**

The Academic Senate is now accepting nominations to fill one School of Pharmacy vacancy for the Committee on Committees for the term September 1, 2017 through August 31, 2020.

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.

Nominations must be completed by 5:00 pm, Friday, May 12, 2017.

School of Pharmacy 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. Current or previous members of the Committee on Committees may be re-elected as well. The supporting nominators must come from the School of Pharmacy.

**NOMINATION PROCESS:**

**Members of the Division have two methods to nominate a faculty member:**

1. Send an email to [todd.giedt@ucsf.edu](mailto: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/start/start.php>, and follow these directions:
  - a. *Click on the link in the "Create a Nomination Form" section:* "[insert the name of the nomination here after you create the nomination]."
  - b. *Select a Nominee.* If you are the nominee (self-nomination) your name is pre-selected and you can skip this section.
    - i. Enter the last name in the search box and click "Go".
    - ii. Click the faculty member's name to nominate in the "Search Results".
  - c. *Select Supporting Faculty:*
    - i. Enter the last name in the search box and click "Go".
    - ii. Click the faculty member's name to add as Supporting Faculty in the "Search Results".
    - iii. Each Supporting Faculty you add will be listed.
    - iv. Repeat steps i through iii for each additional Supporting Faculty.
  - d. *Add Support documents* by clicking the "Browse" button in the "Support Document Upload" section. Click "Add More" to upload additional documents.
  - e. Click "Submit" to process your nomination form.
  - f. All supporting faculty listed will receive an email with a link to confirm their support. Supporting faculty login to Senate Service Portal and select Yes or No in the "My Nomination Vote" section.

In 2017-18, the Committee on Committees will meet on Friday afternoons at either Parnassus or Mission Bay (TBD). 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](#).

If you have questions, please contact Todd Giedt, Executive Director at [todd.giedt@ucsf.edu](mailto:todd.giedt@ucsf.edu) (476-8827).

Thank you for your participation in shared governance at UCSF.