

Committee Nominations

April 21, 2004

The following is a list of vacancies for Contract, Non-Contract, and MSCA/Salem Chapter Committees with their membership requirements.

If you wish to serve on any of these committees, please indicate your preferences on the attached Nomination Form and return to: MSCA/Salem Chapter, HB-099 by **noon, Monday, May 3rd.**

Additional nominations will be taken from the floor at the **Salem Chapter Meeting** to be held on Wednesday, May 5th at 12:00 p.m., Veteran's Hall, Ellison Center.

The **2004 - 2006 Executive Committee** will have its first meeting immediately following the Chapter Meeting on Wednesday, May 5th at 1:00 p.m., Veteran's Hall, Ellison Center.

Please refer to the attached **Appendix A** of the MSCA/Salem Chapter Constitution & Bylaws for Appointment Procedures.

Contract Committees 2004 - 2005

- *One Year Appointments*
- *Full-time Unit Members Only*

Academic Policies - 16 Unit Members

(4) Members from each Area; including at least (1) Librarian

All College - 8 Unit Members

(1) Member from each Area; (4) At-Large

Curriculum Committee - 16 Unit Members

(4) Members from each Area

Graduate Education Council - 5 Unit Members

(1) Member from each School; (2) At-Large

Library/Media Development - 7 Members

(1) member from each Area and (3) Librarians

Student Affairs - (5) Unit Members

(5) Unit Members

Non-Contract Committees

2004 - 2006

- *Two Year Appointments*
- *Full-time Unit Members Only*

Academic Computing

(6) Unit Members;
at least (1) from each School, (2) from Arts & Sciences and (1) Librarian

Academic Speakers & Honorary Degrees

(3) Unit Members

ADA/Section 504 Task Force

(3) Unit Members

Advocacy Committee

(2) Unit Members

Affirmative Action

(3) Unit Members

Athletic Council

(3) Unit Members

College Bookstore Council

(3) Unit Members

College Union Policy

(2) Unit Members

College-Wide Assessment Committee

(11) Unit Members

Council on Teaching and Learning

Two-Year Term Staggered

(10) Unit Members

One-Year Term Remaining

(Sept. 1, 2003 - Sept. 1, 2005)

Damon-Bach, Lucinda (ENG)

DeFilippo, Anne (NUR)

Hodge, Tracy (CHE)

Quinquis, Maureen (ART)

Zeren, Andrea (PSY)

Non-Contract continued)

Two-Year Term

(Sept. 1, 2004 - Sept. 1, 2006)

(5) Unit Members

Financial Aid

(2) Unit Members

Foreign Language Waiver

(4) Unit Members including FL Chair

Graduate Research

(3) Unit Members

Honor & Memorialize

(3) Unit Members

Honors Program Advisory Committee

(5) Unit Members

(2) from Arts & Science,

(1) from Business

(1) from Human Services,

(1) from Library

Institutional Research & Review

(3) Unit Members

O'Keefe Complex Policies & Procedures

(3) Unit Members; (1) from SFL

Opening Day

(1) Unit Member

Orientation

(3) Unit Members

PeopleSoft Production Advisory Committee

(2) Unit Members

**President's Advisory Committee on
Diversity/Minority Issues**

(4) Unit Members

Retention Committee

(10) Unit Members

Resource Allocation Committee

(3) Unit Members

Safety Committee

(2) Unit Members

Senior Awards

(2) Unit Members

Strategic Planning Council

(7) Unit Members including (1) Part-time Member

Student Scholarship

(3) Unit Members

Web Advisory Committee

(4) Unit Members

Who's Who Nominating Committee

(2) Unit Members

**MSCA/Salem Chapter Committees
2004 - 2006**

- *Two Year Appointments*
- *Full-time & Part.-time Unit Members Only*

Constitution & Bylaws

(5) Unit Members

Election Committee

(5) Unit Members

(None who serve on the Salem Chapter
Executive Committee)

Nomination Committee

(3) Unit Members

Nomination Form

I am willing to serve on the following committee(s):
(Please print your choices and rank order of preference)

Contract
2004-2005

Non-Contract
2004-2006

MSCA/Salem Chapter
2004-2006

Name *(Please Print)*

Department

Please return to: MSCA/Salem Chapter/, HB-#099
by ***noon, Monday, May 3rd.***

Thank you for your participation!

Appendix A

Salem Chapter/MSCA Committee Appointment Procedures

(adopted April 16, 1966/revised November 6, 1997, March 25, 1999 & April 11, 2002)

I. General Principles

All possible steps should be taken to maximize participation in governance by faculty and librarians. Committee appointments, especially to contract committees, should represent as diverse a group of members as possible. In particular, a balance among departments and between junior and senior faculty should be a goal.

II. Contract Committees (All-College, Curriculum, Academic Policies, Student Affairs, and Graduate Education Council)

- A. No member may be appointed to more than one contract committee in a given academic year.
- B. No more than one member from any academic department may be appointed to any given contract committee.
- C. The sixteen (16) seats on the Curriculum and Academic Policies Committees shall be allocated evenly among the four (4) academic areas as redistributed (see VI below).
- D. The five (5) seats on the Graduate Education Council shall be allocated as follows: One (1) seat to be held by a member of the graduate faculty from each School (Arts & Sciences, Business and Human Services) and two (2) seats to remain at-large held by members of the graduate faculty.
- E. The eight (8) seats on the All-College Committee shall be allocated as follows: one (1) seat to be held by a member of each of the four (4) Academic Areas and four (4) seats to remain at-large.

III. For Non-Contract, Special and Ad Hoc Committees

Consideration should be given not only to the composition of the committee, but how many committee appointments an individual member currently holds. Greater effort should be made to appoint members not already appointed to committees.

IV. Procedures

- A. Whenever practicable, all committee appointments should be posted for the general membership's nomination.
- B. When nominations have been solicited for committee service at the expiration of the committee terms (one-year for contract committees, two-years for non-contract committees), any remaining vacancies should be re-posted early in the

fall for additional nominations from newly hired members and those returning from leaves of absence.

- C. After this second posting, the chapter president is authorized to fill any remaining vacancies in accordance with these procedures.
- D. Whenever practicable, vacancies that arise on committees, should be posted for the general membership's nomination. When this is not practicable, the chapter president shall be authorized to fill vacancies as soon as possible.

V. Sabbatical and Unpaid Leaves of Absence

- A. Members on a paid or unpaid leave of absence may not be appointed to any committee during the academic year or years of their leaves. An exception shall be to fill vacancies which arise after the member has returned from leave.
- B. Members appointed to complete any committee term shall finish the term.

VI. Distribution of Departments

In an effort to equalize the representation of faculty and librarians on the Curriculum and Academic Policies Committees, the following redistribution of departments was adopted:

Academic Area A

— Biology
— Chemistry and Physics
— Computer Science
— Geological Sciences
— Mathematics
Nursing
Occupational Therapy

Academic Area C

Economics
Geography
History
Political Science
Psychology
Sociology
Sports, Fitness & Leisure Studies

Academic Area B

Art
English
Foreign Languages
Interdisciplinary Studies
Library
Music
Philosophy
Theater & Speech

Academic Area D

Accounting & Finance
Communications
Criminal Justice
Education
Management
Marketing
Operations Management/Management
Information System
Social Work