

Campus Selection Committee Procedures

The Campus FACET Selection Committee (CSC) meets each year to aid nominees in preparing their application packets and then to determine which applicants are recommended to the Statewide FACET Selection Committee. The campus process parallels the statewide process to ensure consistency. When a CSC forwards a nominee to the Statewide Committee, the campus committee is indicating their strong support for the nominee as a potential FACET member who exemplifies an extraordinary commitment to enhance and promote teaching excellence and student learning.

- The CSC Chair is the FACET Campus liaison. This individual provides oversight for the application and review process.
- It is suggested that the Chair of the CSC invite potential nominees and potential nominators to a pre-application session detailing the process and providing a copy of the FACET Nominee Rating Form.
- Upon receipt of nominee names, the CSC, composed of FACET members from a variety of disciplines, is formed by the chair.
- CSC members read each dossier forwarded by nominees. Dossiers should include both the candidate's written responses as well as the two letters of peer review.
- CSC members are provided a copy of the FACET Nominee Rating Form to use in evaluating each applicant.
- It is suggested that a primary reader, assigned by the chair, summarize the applicant's strengths and weaknesses. Each applicant is assigned a CSC member as a primary reader. The primary reader is not to advocate for their assigned applicants but simply provide a summary that will be used to initiate discussion on the applicant.
- Decisions are based on information provided in the dossier. However, the committee may decide to formally request more information be provided in the dossier or for the dossier to be rewritten in order to make a decision about a candidate. The process for requesting more information would involve the chair of the CSC, or a member designated by the Chair, contacting the candidate or the nominators, whatever is indicated for the particular situation.

Review Day Procedures:

- Begin with each CSC member providing FACET Nominee Rating Form placed on Selection Chart:
 - Ideal Match
 - Possible Match
 - Not a Match Based on Evidence in the Dossier
- The primary reader summarizes the applicant's dossier, including strengths and weaknesses.
- Discussion of applicant.
- Vote on whether to recommend applicant to the Statewide FACET Selection Committee. Chair of the CSC only votes in the case of a tie. Just as external reviewers are asked to reveal any relationship to those for whom they are writing a review letter, if you have a close relationship with the candidate – either positive or negative – it is your obligation to recuse yourself from voting and discussion. Continue until all applicants have been reviewed.
- Once all applicants are reviewed, review decisions to be sure they are consistent throughout the process.
- As each applicant is reviewed, strengths and weaknesses should be recorded by the Chair of the CSC. In addition, the final vote and any

additional questions concerning the applicant will also be recorded by the Chair of the CSC.

- Chair writes a letter to each applicant. Successful applicants will receive a letter stating that their dossier will be forwarded to the Statewide FACET Selection Committee. Some applicants may be sent a letter indicating a delayed response pending suggested changes in the dossier. Unsuccessful applicants will receive a letter outlining areas needing improvement.
- Those applicants receiving suggestions for improvement will be invited to resubmit their application to the committee if they so choose.
- CSC will reconvene to consider revised applications using the same procedures as outlined above.
- After consideration of the revised dossiers, successful applicants will receive a letter stating that their dossier will be forwarded to the Statewide FACET Selection Committee. Unsuccessful applicants will receive a letter outlining areas needing improvement.
- The Chair of the CSC will then send recommended applicants to the Statewide FACET Selection Committee and the Vice Chancellor for Academic Affairs or Dean of the Faculties.
- Note: All dossiers forwarded to the Statewide Selection Committee should be reviewed carefully to ensure that any reference to revisions requested by the CSC are integrated into the dossier and not obvious to the Statewide Selection Committee.