

Email dated Wednesday, March 13, 2024

Dear Faculty Assembly,

I hope this email finds you well. The Faculty Assembly Officer elections are upon us, and it is time again to nominate candidates for the 2024-2026 term. Your participation in this process is crucial in shaping the future of Faculty Assembly. Please submit nominations via the Qualtrics survey linked below by Monday, April 1, 2024.

https://ucdenver.co1.qualtrics.com/jfe/form/SV_dmXaki3z8nJSiOO

Nominees will be announced at the general meeting on Tuesday, April 2, 2024, which is one month before the elections will be held on Tuesday, May 7, 2024 and updated weekly on the Faculty Assembly website in the “Announcements” section: <https://www.ucdenver.edu/faculty-staff/faculty-assembly/denver-campus/faculty-assembly/cu-denver-campus>

Candidates will also be invited to email me a CV of no more than three pages and a 250-word candidate statement or 2-3 minute video to Faculty Assembly at least 2 weeks before the election or upon their nomination, to be shared with FA prior to the election. Candidates can also enter the process at any point up to the meeting when the election is conducted. Those who do so will be afforded the processes that are remaining.

Key points to note:

Self-nominations are encouraged for any FA Officer position.

You are welcome to nominate other people. Please obtain the consent of individuals before nominating them for a position.

Your active participation and contribution are highly valued in the FA Election Process.

The following FA Officer positions are up for nominations:

- Vice Chair
- Secretary

Below, please find an overview of the roles and responsibilities associated with each position (taken from the FA Bylaws):

The **Vice Chair** shall:

- Perform the duties of the chair when the chair is unable to do so;
- Serve as parliamentarian of Faculty Assembly.

The **Secretary** shall:

- Chair Faculty Assembly’s Elections Committee.
- Preside over the election of officers.
- Work with the recording secretary to keep an accurate list of current voting members.
- Work with the recording secretary to keep a record of attendance at Faculty Assembly meetings.
- Assume the duties of the recording secretary in the event that the recording secretary is unable to do so.

Thank you for your time and dedication to Faculty Assembly at CU Denver. Please feel free to reach out if you have any questions or require further information.

Kind Regards,
Dennis

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