

# HUMBOLDT STATE UNIVERSITY

## General Faculty

[MONTH] [DATE], [YEAR]

To: HSU General Faculty

From: Stephanie Burkhalter, General Faculty President

Subject: Call for Nominations for Faculty Representatives on the ACTCSP

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Two faculty members are needed to serve as representatives on the Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP).

**Duties:** Per the [CSU Board of Trustees Policy for the Selection of Presidents](#), the ACTCSP is charged with advising the Trustees Committee for the Selection of the President (TCSP), which will make the decision on the appointment of the next University President. The ACTCSP participates with the TCSP in an open forum regarding the qualities, skills and experience the campus community sees as important in a candidate for president of the University. The ACTCSP reviews applications, participates in interviews of candidates, and makes recommendations to TCSP in a confidential process.

**Please Note:** General Faculty Representatives to the ACTCSP are required to participate in all scheduled meetings in the [search committee schedule](#) as outlined by the Chancellor's office.

You may self-nominate by emailing your nomination to the University Senate Office ([senate@humboldt.edu](mailto:senate@humboldt.edu)). You are encouraged to provide a one paragraph candidate statement for the ballot detailing your desire to serve and any experience/qualities you would bring to your service on the ACTCSP.

**Nominations are due by [HH:MM] [WEEKDAY], [MONTH DATE, YEAR]**