

Email dated: February 5, 2025

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 2025-2027 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, March 3, 2025.

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

Nominees will be announced at the general meeting on Tuesday, March 4, 2025, which is one month before the elections will be held on Tuesday, April 1, 2025, 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 position is up for nominations:

- **Chair**

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

The **Chair** shall:

- 1. Preside over all meetings of the CU Denver Faculty, the Faculty Assembly, and the Executive Committee.*
- 2. Report Faculty Assembly actions to the CU Denver Faculty at regular and special meetings of the CU Denver Faculty.*

3. Prepare the agenda for Faculty Assembly meetings in consultation with other members of Faculty Assembly.

4. Call at least 4 meetings per semester

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,

Jamie

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