



# Boulder Faculty Assembly

UNIVERSITY OF COLORADO **BOULDER**

April 4, 2025

Dear BFA members:

During the Assembly meeting of Thursday, May 2, the BFA will elect its new Chair, Chair-Elect, and Parliamentary and Bylaws and Elections Chair as well as the new position of Faculty Shared Governance Advisor. Nominations are now open and will close at 11:59 pm on Wednesday, April 24<sup>th</sup>. The Chair and Chair-Elect are each one-year terms; the Parliamentary and Bylaws and Elections Chair and the Faculty Shared Governance Advisor positions are three-year terms.

## **Who can be nominated or make nominations?**

Any currently active BFA members (dept, unit, or at-large assembly representatives) may nominate other current BFA members, be nominated, self-nominate, or vote for BFA Officers.

## **What are the duties of the BFA Chair?**

The duties of the BFA Chair include but are not limited to the following:

- to act as chief administrative officer and head of the Boulder Faculty Assembly;
- to exercise supervision over the organization and its activities;
- to represent and speak for the organization;
- to meet with the Chancellor on a regular basis, at least three times per semester and twice in the summer;
- to meet with the Provost and Academic Affairs Administration at least once per month;
- to preside at meetings of the Executive Committee;
- to refer matters to standing and ad-hoc committees for consideration;
- to sign letters or documents necessary to carry out the will of the Assembly;
- in collaboration with the Immediate Past Chair, to coordinate a new committee chairs' orientation event at the beginning of the academic year

## **What are the duties of the BFA Chair-Elect?**

The Chair-Elect will assume the duties and responsibilities of the Chair in the case of absence or incapacity. In addition, the duties of the Chair-Elect include but are not limited to the following:

- to work closely with the current Chair to understand the responsibilities and operations of the Chair position, ensuring a smooth and peaceful transition of leadership;
- to support the Chair in executing their duties, including attending meetings, helping coordinate initiatives, and representing the BFA in the Chair's absence;
- to chair the annual Boulder Faculty Senate meeting;
- to join the Chair for meetings with the Chancellor at least twice before transfer of leadership;
- to join the Chair for meetings with the Provost from the start of the spring semester through June 30<sup>th</sup>;
- to chair or co-chair committees, task forces, or special projects as assigned by the Chair or the BFA;
- to serve on the BFA Bylaws Committee;
- to serve as a Boulder campus representative to the CU System Faculty Council;
- to engage in professional development activities to enhance leadership skills and knowledge relevant to the role and responsibilities of the Chair;
- to develop and implement succession planning strategies to ensure the long-term leadership and sustainability of the BFA; and

Boulder Faculty Assembly (BFA)  
Norlin Library – E138  
University of Colorado Boulder  
Boulder, CO 80309

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- at the end of the Chair-Elect's term, to automatically assume the position of Chair for the subsequent term, subject to the approval of the BFA if required by circumstances specified in the BFA Standing Rules

## **What are the duties of the BFA Parliamentarian and Bylaws and Elections Chair?**

The duties of the BFA Parliamentarian and Bylaws and Elections Chair include but are not limited to the following:

- to serve as Chair of the Bylaws and Elections Committee;
- to provide the chairs of standing and special committees with a list of the members of said committees;
- to assist the BFA Coordinator in updating the Assembly Roster;
- to welcome new BFA representatives and explain their role in the Assembly; and
- to welcome new BFA standing committee members and explain their role on said committees.

## **What are the duties of the Faculty Shared Governance Advisor?**

The Faculty Shared Governance Advisor shall:

- advise the BFA Chair and Officers on strategic planning and help with meeting topic planning;
- be knowledgeable on matters that have to do with the Boulder Faculty Senate Constitution, BFA Bylaws and BFA Standing Rules; the CU Faculty Senate Constitution and relevant Regent Law and Policy;
- collaborate with the BFA Chair on communications to the BFA and UCB Faculty Senate;
- keep the BFA Chair apprised of system/Board of Regents' business impacting Boulder faculty;
- coordinate with the BFA Chair in oversight of the BFA budget and budget management;
- attend BFA Executive and Assembly meetings as a voting member;
- serve as a Boulder campus representative on CU Faculty Council;
- serve on the BFA Bylaws Committee;
- serve as a contact point for school and college shared governance groups

## **Required Qualifications for the position of Faculty Shared Governance Advisor:**

- the Advisor position is open to tenure-track and teaching professors at the rank of Associate or higher;
- the candidate must have been a member of the Boulder Faculty Senate for a minimum of 5 years;
- the candidate must have a minimum of 3 years' service on the BFA or on a BFA Standing Committee

## **Preferred Qualifications for the position of Faculty Shared Governance Advisor:**

- the candidate has been a member of the Boulder Faculty Senate for 10 or more years;
- the candidate has served on a campus faculty council or other campus faculty shared governance body and/or the CU system Faculty Council;
- the candidate has served as a department chair or associate chair, associate dean, program/center director, etc. or has equivalent relevant service experience

Please submit via e-mail your nomination packets to the BFA Secretary Vicki Grove: [bfa@colorado.edu](mailto:bfa@colorado.edu), by **11:59 pm on Friday, April 18<sup>th</sup> 2025**. Packets should include the following:

- Email from nominee or nominator containing the phrase "BFA Officer Election" \*

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- Nomination statement (150-300 words max) to let BFA members know why they are running and what the Assembly might want to know about them;

The list of nominees and statements will be posted on the BFA Election webpage at <https://www.colorado.edu/bfa/get-involved/elections> on Monday, April 21, 2025.

Elections will occur via Qualtrics on May 1<sup>st</sup> and be open from 8am – 5pm.

Feel free to contact me with questions or concerns at: [vicki.grove@colorado.edu](mailto:vicki.grove@colorado.edu) or [bfa@colorado.edu](mailto:bfa@colorado.edu)

Sincerely,  
Vicki Grove  
BFA Secretary

\*If the email is from a nominator, the nominee must send a separate email confirming they are interested in running along with their nomination statement.

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