Statewide Selection Committee Procedures

The FACET Statewide Selection Committee (SSC) meets each year to review applications and select new members who exemplify an extraordinary commitment to enhance and promote teaching excellence and student learning.

- The SSC shall be composed of one representative from each campus and the Chair of the SSC. The Chair of the SSC is appointed by the FACET Director. Members of the SSC are appointed by the FACET Director in conjunction with FACET leadership on each campus. SSC members and the SSC Chair serve for a term of three years.
- SSC members read each dossier forwarded by the campus selection committees and by the FACET office.
- SSC members are provided a copy of the FACET Nominee Rating Form to use in evaluating each applicant.
- The primary reader is to be assigned by the FACET office in conjunction with the Chair of the SSC. Each applicant is assigned a SSC member as a primary reader. Primary readers should not be assigned to candidates from their own campus. The chair of the SSC should not be assigned as a primary reader.
- The primary reader summarizes the applicant’s strengths and weaknesses. 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 in order to make a decision about a candidate. The process for requesting more information would involve the chair of the SSC requesting assistance from the FACET staff in contacting an appropriate FACET member from the applicant’s field of specialization or from the applicant’s campus, whatever is indicated for the particular situation.
- SSC members will be offered a training and discussion session prior to the SSC meeting for review of applicants.

Review Day Procedures:
- Begin with each SSC member providing on the FACET Nominee Rating Form placed on Selection Chart:
  - Ideal Match
  - Possible Match
  - Not a Match Given Evidence in Dossier
- The primary reader summarizes the applicant’s dossier, including strengths and weaknesses.
- Discussion of applicant
- Vote on whether to accept applicant into FACET. Chair of the SSC 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 day.
- As each applicant is reviewed, strengths and weaknesses should be recorded by the Chair of the SSC. In addition, the final vote and any additional questions concerning the applicant will also be recorded by the Chair of the SSC. A FACET staff member may also be present to record this information for the FACET director(s).
• Chair writes a letter to each applicant. Successful applicants will receive acceptance letter. Unsuccessful applicants will receive a letter outlining areas needing improvement.