

1 **UA Bylaws Appendix A: UHRB Staffing Procedure**
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3 Per the Campus Code of Conduct, the University Assembly (**the Assembly**) is charged with
4 confirming members of the University Hearing and Review Boards. As the Assembly has an
5 interest in ensuring the integrity and clarity of the confirmation process, the Assembly shall
6 confirm members in accordance with the following procedures. If conflicts arise between this
7 document and the Campus Code of Conduct, the Campus Code of Conduct shall supersede.
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9 Nothing herein shall be construed to constrain or modify the authority of the University
10 Assembly's Executive Committee to make temporary, emergency appointments when required.
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12 **Should an issue regarding the interpretation of these procedures arise, the University Assembly's**
13 **Codes and Judicial Committee shall have the authority to interpret and implement them as**
14 **necessary. Any interpretations made by the Codes and Judicial Committee made may suspended**
15 **and reversed by a majority vote of the Assembly.**
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17 A. The Codes and Judicial Committee of the University Assembly (the Committee)

- 18 a. The Committee is charged with nominating candidates to the University
19 Assembly **through the form of a resolution** before the last regular meeting of the
20 outgoing Assembly. **Upon receipt of the nominations, the Assembly shall**
21 **consider the nominations in a manner similar to other resolutions as it sees**
22 **appropriate. ~~for the Assembly's confirmation.~~**
23 b. The Assembly interprets the Committee's nomination responsibility in the
24 Campus Code of Conduct to include its independent ability to determine and
25 enforce its own procedure for carrying out its nomination responsibility. This
26 discretion includes, but is not limited to, whether or not and how to:
27 i. Set the criteria by which the candidates are to be assessed
28 ii. Decide the eligibility qualifications of students, staff, and faculty to apply,
29 subject to the requirements of the Campus Code of Conduct
30 iii. Enter executive session to discuss the applications
31 iv. Interview the applicants
32 v. Redact the names of the applicants¹
33 vi. Create and amend the content and format of all application materials
34 c. Any discretionary decisions taken by the Committee may be suspended and
35 reversed by a majority vote of the Assembly.

¹ To ensure the integrity of the process, if names are redacted, the Chair of the Committee and Chair of the Assembly shall maintain the un-redacted master list specifying which names correspond to which applications. **This master list shall be delivered to them** simultaneously with the anonymized applications.

- 36 d. The Committee is empowered to designate a subsection of its voting membership
37 as a primary selection committee. **Should the committee choose to do so, the**
38 **recommendations made by the subsection may advance directly to the floor of the**
39 **Assembly as nominations after notification to the full Committee.**
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41 A. Timeline and Procedure

- 42 a. The Chair of the Committee is responsible for determining the total number of
43 **appointments nominations** to be made by the Committee through reconciling the
44 current roster on file with the Office of the Assemblies, Office of the Judicial
45 Administrator, **Hearing Board Administrative Chair**, or successor entities. The
46 expected number of appointments to be made is equal to the number of expiring
47 seats. The Chair will report this number, the number of returning members
48 indicating their desire to continue service, and the number of new appointments in
49 writing to the Committee and the Assembly by the Assembly's first regularly
50 scheduled meeting in March.
- 51 b. Returning Member Appointments:
- 52 i. The Chair of the Committee will work with the Administrative Chair of
53 the UHRB to contact, in writing, the members of the University Hearing
54 and Review Boards currently holding expiring seats by the second
55 Tuesday in February to offer to submit their name to Committee for
56 reappointment to serve another term or part thereof, provided the member
57 remains in good standing.
- 58 ii. Returning members must indicate their desire to continue their service by
59 the **Friday before** the last **business** day of February.
- 60 iii. Upon hearing from those members who wish to continue, the Chair of the
61 Committee will contact the Hearing and Review Board Chairs, the Office
62 of the Judicial Administrator, and the Office of the Judicial Codes
63 Counselor with the list of members seeking to renew their terms to
64 determine if any reasons exist that an individual's term should not be
65 renewed.
- 66 iv. The Chair of the Committee will also forward the list of all faculty
67 members seeking renewal to the Dean of the University Faculty to receive
68 input if any reasons exist that an individual's term should not be renewed.
- 69 v. **The Committee shall notify the Assembly both in writing and at a**
70 **regularly scheduled meeting of those UHRB members who wish to**
71 **continue their service. Such notice shall be public.**
- 72 vi. Upon receipt of a statement that a particular individual's term should not
73 be renewed, the statement will be forwarded to the full Codes and Judicial
74 Committee for review.

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1. The Committee will then vote to determine if the individual should be recommended for a term renewal.
 2. The Committee is empowered to request information relevant to determining the merit of any concern raised. ~~by either the Hearing Board Chair's, the Judicial Administrator's Office, the Office of the Judicial Codes Counselors, or a member of the Cornell Community.~~
- vii. All individuals who are recommended for additional terms will be listed alongside the new members recommended by the Committee to the full Assembly.
- c. New Member Appointments:
- i. The number of new member appointments is defined as the total number of expiring seats less the number of continuing members.
- d. Faculty Member Appointments:
- i. Consistent with the Code, faculty candidates for the Boards shall be nominated by the Dean of the Faculty. ~~Upon receipt of a faculty nomination,~~ The Committee shall review ~~faculty nominations it alongside~~ and in a similar manner ~~similar~~ to applicants from other constituents. ~~Faculty nominations received prior to the close of applications for other constituencies shall be reviewed alongside other received applications. The Committee may, at its discretion, consider faculty nominations received outside the application period for other constituencies as needed.~~
 - ii. The Committee is empowered to request additional information in their evaluation of faculty nominees and may request they fill out an application of the same or similar nature as other constituencies to aid the Committee in evaluation.
- e. Application Period:
- i. All amendments to the application materials, including but not limited to the content and format of the application questions, must be approved by an affirmative vote of the Committee ~~no fewer than seven calendar days before the application materials is published~~ prior to the beginning of the application period.
 - ii. By the ~~last third Monday of the last full week~~ of February, the Office of the Assemblies will publish the ~~draft~~ application utilizing the questions approved by the Codes and Judicial Committee. The Chair of the Committee will inspect the application, may modify its appearance, ~~and~~ ancillary text, ~~and~~ correct errors. ~~with the questions after consulting with the Committee, and~~ The Chair must approve ~~it~~ the application prior to it being ~~made~~ publicly ~~advertised~~ ~~accessible~~ or accepting applications. The

- 114 Office of the Assemblies will advertise the application alongside and in
115 consultation with the Committee.
- 116 iii. Application materials will be ~~made~~ publicly accessible ~~and made open for~~
117 ~~community application~~ by the Office of the Assemblies no later than the
118 last Wednesday of February. ~~of the last full week in February.~~
- 119 iv. ~~The~~ Application materials ~~should~~ shall be publicly accessible and
120 accepting applications for ~~no less than~~ at least 10 calendar days, at the
121 discretion of the Committee.
- 122 v. During the application process, the Office of the Assemblies will provide
123 an update on the number of applicants, their constituency, and other
124 information related to the applications upon request of the Chair of the
125 Committee or majority vote of the Assembly. The Office of the
126 Assemblies shall also provide an update on the number of applicants and
127 their constituency when the application period ~~is half over time has half~~
128 ~~elapsed.~~
- 129 vi. The Office of the Assemblies will transmit the received applications to the
130 Committee in the manner of the Committee's choosing no later than 3
131 business days after the application period has concluded.
- 132 vii. ~~All information collected during the application process shall be provided~~
133 ~~to the Committee. Information collected may not be withheld by any~~
134 ~~entity. The Chair of the Committee may request additional information be~~
135 ~~provided as needed.~~
- 136 viii. ~~The Committee has the authority to solicit applications in the Fall~~
137 ~~semester should enough vacancies exist that the Committee believes~~
138 ~~waiting until the Spring would not be conducive to the sound operations of~~
139 ~~the boards.~~
- 140 f. Selection
- 141 i. The Committee shall strive to fill all anticipated vacancies on the boards
142 but is not required to do so should insufficient qualified candidates apply
143 or be nominated.
- 144 ii. The Committee may designate or rank an appropriate number of alternate
145 candidates sufficient to fill anticipated vacancies during the year at the
146 Committee's discretion. Such alternates will be approved by the
147 Committee and given to the Chair and Executive Vice Chair of the
148 Assembly and will be confirmed by additional resolution or emergency
149 authority should the need arise. Such alternate list will be treated
150 confidentially.
- 151 iii. At the start of each semester, the Chair of the Committee will reconcile the
152 UHRB membership roster on file with the Office of the Assemblies,
153 Office of the Judicial Administrator, or successor entity. Should a need

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arise to seat additional members, the Chair of the Committee shall contact individuals in order of their appearance on the previously approved list verifying their continued interest in serving. Upon verification, the Chair of the Committee shall consult with the Executive Committee of the Assembly to determine if emergency appointment is necessary prior to a formal resolution being presented. Should the Executive Committee exercise its emergency authority, the full Assembly must be notified at its next regularly scheduled meeting and a resolution for formal confirmation must follow within a reasonable timeframe.

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