

**Faculty Assembly Ad Hoc Committee for
The Arthur R. and Anna Mae Paulsen
Endowed Visiting Chair in Public Affairs
(The Paulsen Committee)**

I. Purpose and Structure

The Paulsen Committee is an ad hoc committee created by the Faculty Assembly (FA) of the University of Washington, Tacoma. The purpose of this committee is to advise the Chancellor on the selection of speakers for the Paulsen Endowed Chair in Public Affairs, as well as, ensure that the speaker contributes to an intellectually vibrant campus, and engages with students. The work of the committee should support the preparation of a list of potential visiting speakers that is responsive to community interest. The committee will also advise the Chancellor on all matters related to the administration of the lecture series. The Chancellor's Office will work with the Advancement team on various matters related to same, the selection of speakers, and their visit to campus.

II. Committee Composition and Length of Service

Three members from the permanent faculty, selected at large. Each faculty member will serve during two or three lecture cycles. Faculty will be asked to stagger their appointments in order to ensure continuity on the committee.

- One member representing the Paulsen family (permanent)
- One member representing the Office of the Chancellor and the Special Events team (permanent)
- One member representing Advancement (permanent)
- One member from the community (rotated, at the discretion of the Chancellor)
- One member from the Associated Students of University of Washington, Tacoma (one year)

III. Selection of Committee Members

The Chair of FA will solicit faculty nominations (including self-nominations) for any open faculty position(s) in order to select the faculty representatives for the committee and appoint a chair from the faculty representatives. This will be done in either Fall or Spring quarter depending on the timing of the previous lecture. In the case that there are more nominations than available positions, the Chair of FA, in consultation with the Executive Council, shall determine who will serve.

Permanent members will self-select.

The Chancellor will consult with community representatives in order to select the community member of the committee.

The ASUWT will select a student member.

IV. The Chair of the Paulsen Committee

The chair will convene meetings, communicate with the Chair and Executive Council, and communicate with the Chancellor on all matters related to the work of the committee. The chair will also submit a short annual report to the Executive Council of the FA.

V. Nomination and Selection of Endowed Chairs

A. Nomination Process

1. The Paulsen Committee will thoroughly discuss potential nominees and will create a short list of high-interest candidates.
2. The Paulsen Committee will solicit nominees from faculty and students; nominations will be accompanied by a 1-2-page justification and a biographical description.

B. Criteria for selecting Endowed Chairs

1. The choice of speaker will be constrained by the funds available in the endowment (potential speakers added to the master list should be initially vetted with cost in mind);
2. The speaker should have a national or international reputation in public affairs, won either from practical achievements or intellectual accomplishments;
3. The speaker should demonstrate the ability to speak to pressing issues for our polity and society;
4. She/he should be willing to dedicate time to and engage with the UW Tacoma community and contribute to the intellectual life on campus;
5. Ideally, the speaker should diverge from the “dead center” of American political discourse. Perspectives will be encouraged from across the political spectrum with priority placed on someone who can spark controversy and intellectual debate about pressing topics in public affairs.

C. Selection Process

1. The committee will evaluate the short list of nominees from its own nomination process along with nominations made by faculty and/or students.
2. Once a short list (a subset of the master list) has been identified, staff from the Office of the Chancellor will make inquiries to nominees or their agents about topic of the lecture, costs and availability. Inquiries will also be made about the nominee’s willingness and availability to do a residency at UW Tacoma for part of a day or longer.
3. After the information on the nominees is completed, the committee will meet again to

discuss and select a nominee. The committee will determine its own process for making this selection.

4. If the Chancellor's Office, in coordination with Advancement, ascertains that no one is available or that no one fits within the budget, the committee will propose a second short list, which will then be forwarded to the Chancellor's Office to be researched in the same manner as the first short list.
5. The committee's selection will then be forwarded to the Chancellor who will make the final decision.

VI. Administration

A. The committee will be responsible for connecting the lecture and associated activities with the academic life of the campus and the direct involvement of students.

B. Staff from the Office of the Chancellor and the Office of Advancement will coordinate with the committee during critical planning periods and at the committee's request;

C. Staff from the Office of the Chancellor and the Office of Advancement will be fully responsible for planning and execution of the lecture and associated events (in consultation with the committee) including:

1. Provide assistance for the nomination of candidates for the endowed chair;
2. Develop publicity; including, if appropriate, radio and television interviews;
3. Make flight, hotel and other arrangements for the lecturers;
4. Arrange for the comfort and transportation of lecturers while in Tacoma;
5. Make arrangements for the lecture to the community, including receptions and security;
6. Explore the possibility of partnering with one or more community organizations across Tacoma in hosting this lecture/program (i.e. City of Tacoma; Tacoma Arts Live; Greater Tacoma Community Foundation and more)
7. Make arrangements for presentation to or conversations with students;
8. Complete all financial transactions and ensure that expenses stay within budgeted/available funds.
9. Maintain files on all of the above procedures;
10. Participate in debriefing the committee after the event on the process and collaborate on a revision of this document. *If this document is revised by the committee, the chair of the Paulsen Committee will submit the revised draft to the Executive Council for approval. The date of approval will be recorded at the end of the document for each revision.**

11. Respond to requests for information that might be included in the chair's annual report to the Executive Council.

- *Approved by Executive Council 10/11/2011
- *Next Draft dated 02/12/2013, approval not indicated
- *Approved by Executive Council 10/30/17
- * DRAFT dated 12/13/2022
- *Approved by Executive Council 01/06/2023