



**NATIVE AMERICAN HERITAGE COMMISSION
M E M O R A N D U M**

Date: January 9, 2023
To: Commissioners, NAHC
From: Mario Pallari, Attorney
Re: UC NAGPRA Committee Outreach Plan

Introduction

The following memorandum is in response to direction from Commissioners at the December 9, 2022, public meeting regarding staff outreach for qualified candidates to both the UC Systemwide and Campus NAGPRA Committees. The following is formatted as a process guide for ease of use and further improvement:

1. Staff is to conduct annual meetings with every campus' repatriation coordinator to discuss:
 - a. The campus outreach list, broadening the scope of outreach, and campus-specific challenges or opportunities for outreach.
2. An outreach letter on NAHC letterhead is to be distributed by each campus repatriation coordinator on the 4th Monday of each quarter or semester depending on each campus' academic calendar.
3. Every 6 months an outreach letter will be sent to Native American tribes to disperse to their tribal communities.
4. The NAHC will receive all applications, any application that a campus receives directly should be forwarded to the NAHC.
5. NAHC staff will review the application of each applicant which shall include:
 - a. Calling all listed references.
 - b. Reaching out to all Tribes referenced in the application to verify candidates working relationship with that Tribe.
 - c. Interviewing of the candidate.
6. Staff will then draft a memorandum summarizing the candidate's qualifications and experience.
7. Staff will present the memorandum and application packet to the subcommittee which will decide whether or not to recommend the candidate to the full Commission.
8. If the Commission approves the candidate staff will send a formal offer letter on NAHC letterhead to the candidate. The candidate can then either accept or deny the position offered in writing.