



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

Date: October 5, 2023
To: Commissioners, NAHC
From: Mario Pallari, Staff Counsel
Re: UC/CSU NAGPRA Committee Nomination Process

Introduction

The following memorandum outlines the Nomination Process for NAHC staff outreach to qualified candidates to both the UC or CSU 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 quarterly meetings with every campus' repatriation coordinator:
 - 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 quarter an Outreach Letter will be sent by the Commission to the California Native American tribes listed on the current NAHC Contact List to disperse to their respective 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. Review Minimum Qualifications Checklist.
 - b. Calling all listed references.
 - c. Reaching out to all Tribes referenced in the application to verify candidates working relationship with that Tribe.
 - d. An interview with the candidate will be conducted by NAHC staff. UC NAGPRA NAHC subcommittee members will be invited to participate in all interviews.

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 who will decide whether to recommend the candidate to the full Commission.
8. Applicants will have the opportunity to attend the Commission meeting at which their application is considered. They may testify to Commissioners in support of their application.
9. If the Commission approves the nomination of the candidate staff will send a formal offer letter on NAHC letterhead to the candidate, they have been nominated for specific Systemwide / Campus Committee. The candidate can then either accept or deny the position offered in writing.
10. If the candidate accepts the Nomination from the Commission, their acceptance letter will be forwarded to the Systemwide / Campus Committee Regent's Designee to officially appoint candidate to the respect Committee vacancy.