



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

**Date:** October 20, 2023  
**To:** Commissioners, NAHC  
**From:** Mario Pallari, Staff Counsel  
**Re:** UC NAGPRA Committee Outreach Plan

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**Introduction**

The following memorandum includes staff outreach for 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 4<sup>th</sup> Monday of each quarter or semester depending on each campus' academic calendar.
3. Every quarter an outreach (email, letter, and call) will be sent by the Commission to the California Native American tribes located on the Contact List to disperse to their tribal communities. If a vacancy occurs in between quarterly meetings, the NAHC will complete the outreach at the time the NAHC is notified of the vacancy.
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. An interview of 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 or not 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 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.