
Procedure **Faculty Senate Elections**

Procedure Number: 102.50
Date Adopted: 5/3/01
Last Revision: 4/14/11
References: Faculty Senate Article II, Section 3; Faculty Senate Bylaws, Section 1
Approved by: Faculty Senate

A. Election:

The election to fill vacant seats on the Faculty Senate shall be conducted during the seventh week of the Spring Semester on a secure web site monitored by the Administrative Associate.

B. Eligibility

- (1) A faculty list is provided by the Data Office. The administrative associate shall confirm eligibility with the appropriate University authorities as necessary. The eligibility list shall be approved by the Executive Committee of the Senate.
- (2) A faculty member eligible to vote is a potential candidate for serving in the Senate if (i) his or her voting group has a vacancy, and (ii) his or her election to the senate would not be in conflict with Article II, Section 3.

C. Invitation to participate in election:

No later than three weeks prior to the election, ECOS shall invite each potential candidate via email to run for the Faculty Senate. Potential candidates may add and remove their names from the list of candidates for a period of three weeks beginning with the initial invitation. At the end of both the first and the second week of this period, the administrative associate shall send to each potential candidate by email the following information relevant to his or her voting group: (i) the number of vacancies, sorted by department, (ii) the names of Senators whose terms are not expiring, and (iii) the names of all faculty members who have become candidates. Similar messages shall be sent to all faculty members who are eligible to vote to help recruit candidates for serving on the Senate. After the conclusion of this three-week period, the administrative associate shall prepare the final list of candidates. If the final list of candidates contains fewer candidates than vacancies, ECOS shall attempt to fill by appointment any vacancies remaining after the election, in accordance with section F below. If the candidate list includes members that are ineligible in accordance with Article II, Section 3, the administrative associate shall notify the candidates of ineligibility.

D. Ballots:

- (1) All ballots shall bear the seal of the Faculty Senate.
- (2) The election ballot shall list the name and department or school of all eligible faculty members who have declared candidacy, subject to the following provisions:
 - (i) The election ballot shall not include the names of ineligible Senators.
 - (ii) The election ballot shall remind voters that a maximum of three senators may be elected from one department.
 - (iii) Faculty within a given voting group shall vote for candidates within that voting group.
- (3) Write-in candidates and write-in voting are prohibited.

E. Voting:

The candidates receiving the highest number of votes (unless the candidate is in a department that has exceeded the maximum number of senators) shall be confirmed elected by the Executive Committee of the Senate. The administrative associate informs ECOS of the voting totals and whether run-off ballots are needed. Once election results have been confirmed by ECOS, congratulations letters are sent to successful candidates. Runners-up are informed of their runner-up status. Election results are posted to the Faculty Senate under the Chairs report at the April meeting.

F. Vacancies:

A Senate seat becomes vacant through resignation from the Senate, resignation *or* termination from the Senate and/or University, or death. A vacancy shall be considered temporary for up to one year upon advance notification of the Senate Office; normally such vacancies result from sabbaticals or leaves of absence. Failure to inform the Senate Office in advance of a temporary vacancy shall be considered a resignation. When a vacancy occurs, ECOS shall fill the seat, giving due consideration to the vacator's runners-up. In the case where there are no runners-up in the voting group, or the runner-up is unwilling or ineligible to serve, ECOS shall fill the vacancy by appointment. Appointed members shall fill the vacancies until the next regular election, except in the case of a faculty member selected to fill a temporary vacancy. In this case, the temporary senator shall serve until the elected senator returns. If the elected senator has not returned after one year, ECOS shall appoint the temporary senator to serve until the next regular election. ECOS may establish procedures for filling vacancies consistent with this section.