

ELECTION PROCEDURES

BUCHTEL COLLEGE OF ARTS AND SCIENCES

As amended May 3, 1973; May 24, 1973; January 15, 1976; January 11, 1977; and December 15, 1995; March 1998; May, 2000; March, 2009

The College election process is completed via an interactive computerized system maintained through the university's Applications Systems Services. During the Spring Semester, a representative from the Arts & Sciences Dean's Office (i.e., administrative staff) will organize the materials to begin the College elections process. This includes preparation of the following:

- List of current faculty by title/rank (tenured/untentured), collective bargaining unit status
- List of positions to be filled for the College elections
- Create list-serves for faculty participants

With the assistance of the College Tellers and/or designee, the Dean's Office administrative staff will circulate the materials (via the interactive computerized system) at each level of the election process: declension, nomination, and balloting.

At each level of the election process, personnel from the university's Application Systems Services will return collection of the electronic data to the Dean's Office administrative staff who will relay the data to the College Tellers. The data will be summarized by the College Tellers and reported in detail to the Dean of the College.

I. Tellers

On or before October 1 of each year, Buchtel College Council shall appoint three full-time teaching faculty to serve as election tellers for three years, with one replaced each year for overlap. Each of the three divisions in Arts & Sciences will be represented. The Tellers are not to be candidates for offices during their period of service.

II. Eligibility

- A. Faculty will be notified of the positions which are to be filled during the College Elections. A list of persons eligible to be elected to the respective positions will be circulated. The Dean's Office will make necessary annual changes in the list (which would include updated list of current faculty and provide information to determine eligibility). Full-time teaching faculty shall be eligible to vote and to hold office, unless stated to the contrary by Faculty Senate or in the Collective Bargaining Agreement. In the event of any dispute as to eligibility to vote, such dispute shall be referred to the Procedural Committee of Faculty Senate for final decision.
- B. Persons wishing not to stand for a particular office must indicate their intention to decline on the eligibility list. The intention to decline shall be noted on the nomination ballot form; otherwise, the nominee shall be assumed to accept the nomination.

III. General Procedures

- A. Members of Faculty Senate
 - 1. In Spring semester, there shall be three persons elected from each division of the Buchtel College by members of that division. All additional representatives to which the College is entitled shall be elected on an at-large basis. Not more than one divisional member shall come from the same department.

2. A representative from the Buchtel College of Arts and Sciences Dean's Office shall then notify the faculty that nominations are open by circulating the list of persons eligible to serve on the Faculty Senate. A nomination ballot shall be included. The nomination ballot must state clearly that the two persons receiving the highest number of nominations for each divisional and at-large vacancy shall appear on the ballot.
3. Any person eligible to vote for Faculty Senate members may nominate one person for each vacancy within his or her own division and one person for each vacancy for at-large representatives. Any voter may nominate the same person for both divisional and at-large representatives.
4. Each eligible voter shall cast his/her vote via electronic ballot using his or her UANet ID and password. At least one calendar week shall be allowed for the nomination ballots to be cast. The deadline for casting a ballot shall be clearly indicated on the ballot.
5. The College Tellers shall determine the two persons receiving the highest number of nominations for each divisional and at-large vacancy. Two candidates will be selected for each seat. In the event of a tie, the candidates will be selected by lot from those in the tie category.
7.
 - a. If any person is nominated for both division and at-large representative, he shall state in writing to the Tellers which one of the two nominations he or she will accept. If a person is nominated for more than one office, he or she may have the option of declining the others.
 - b. Nominees for Faculty Senate will be asked to submit a one-paragraph statement of qualifications which will appear on the ballot.
8. Each eligible voter shall cast his/her vote via electronic ballot using his or her UANet ID and password. At least one calendar week shall be allowed for the voter to cast a ballot with the deadline clearly indicated on the ballot.
9. When the election period has expired, the Dean's Office representative shall provide the electronic ballots to the Tellers. The candidate receiving the highest number of votes for each vacancy shall be declared elected, if the votes are an absolute majority of those voting. In the event of the need for a runoff for a single seat, the two candidates with the highest number of votes will be candidates in the runoff.

Ties shall be decided in the following manner. Tellers, in the presence of the affected persons, shall determine the name of the winner of the tie by a drawing of slips of paper containing the names of the appropriate persons.

The results of the election shall be submitted in detailed form to the Dean. A summary of the election results shall be distributed to the faculty by the Dean's Office.

10. The electronic ballots shall be archived to allow for contested elections.

11. Special elections such as a vacated seat will use the procedure outlined above.

B. Elections for the following positions shall be conducted concurrently with elections for Faculty Senate members. Unless otherwise noted, the person receiving the highest number of votes shall be elected to the respective committee(s) and the alternate shall be the person receiving the second highest number of votes.

1. Members of Student Disciplinary Hearing Board Pool

Eight (8) representatives shall be selected by lottery from the pool of eligible faculty (those who have not declined this office), facilitated by a representative from the College of Arts & Sciences Dean's Office. Those eligible are tenured faculty members or non-tenured faculty with five years of full-time teaching service.

The dean of each academic college will nominate three full-time members of his/her respective college and forward the names of the nominees to the University president for a two-year renewable term, according to the Board of Trustee rule 3359-41-05 (A) (1).

2. Member of the Advisory Committee to the President

One (1) representative – one (1) year term; tenured faculty member (cannot serve more than one consecutive term)

3. Faculty Advisory Committee to the Provost

One (1) representative – one (1) year term; tenured or untenured faculty member

4. Faculty Rights & Responsibilities Committee

1 to be elected (3-year term); tenured faculty member

5. Members of the College Distinguished Professor Committee

Only Collective Bargaining Unit faculty holding the rank of Professor or Distinguished Professor are eligible to serve on the committee and the committee shall choose its own chair. The committee shall have nine elected members serving three-year terms; no department shall have more than one elected member on the committee. Three professors shall be elected from each of the divisions (humanities, natural sciences and mathematics, social sciences) by the professors of those divisions. This committee shall review all nominations of College faculty members for the rank of Distinguished Professor. If a majority of the committee approves of a nomination, that recommendation shall be forwarded to the Dean for action as defined by the Collective Bargaining Agreement.

6. Members of the College Appeals Committee

[14 to be chosen (one-year term)]. In compliance with the requirements of the College Bylaws and the Collective Bargaining Agreement, representatives shall be selected by lot from the pool of eligible faculty (those who have not declined this office), facilitated by a representative from the College of Arts & Sciences Dean's Office; eligible faculty must be tenured faculty at rank of professor and/or distinguished professor, and a member of the Collective Bargaining Unit.

7. University Distinguished Professor Recommendation Review Committee
One (1) representative – two-year term; collective bargaining unit and professor or distinguished professor
8. University-Wide RTP Review Committee
One (1) representative - One (1) year term; Collective Bargaining Unit and tenured faculty member at rank of professor or above.
9. University-Wide Appeals Committee
One (1) representative - One (1) year term; Collective Bargaining Unit and tenured faculty member at rank of professor or above.
10. College-Wide Committee for Tenure & Promotion to Associate Professor Review Committee
Elections are conducted according to the procedures outlined in “*Selection Process for College-Wide Review Committees for Tenure and Promotion.*”
11. College-Wide Committee for Promotion to Professor Review Committee
Elections are conducted according to the procedures outlined in “*Selection Process for College-Wide Review Committees for Tenure and Promotion.*”