

ARTICLE IV
COLLEGIATE ELECTIONS

Section IV.1. Voting Units.

The faculty voting units are (a) each school and department in the College of Liberal Arts and Sciences, and (b) each program in the College of Liberal Arts and Sciences that has budget line faculty and offers courses in the College.

The staff voting units are grouped by Job Function Categories.

Section IV.2. Electoral Voting Groups.

For the purpose of election, the voting faculty shall be divided into four electoral Voting Groups of similar size. The Electoral Voting Groups include representatives from the Arts, the Humanities, the Natural and Mathematical Sciences, the Social Sciences, and in some committees, undergraduate/graduate students. Every ten years, the Executive Committee will review the numbers of voting faculty in each Electoral Voting Group, and may reassign voting units to Electoral Voting Groups, in consultation with units and with the following goals in mind:

- To ensure that the elected bodies continue to include a range of perspectives that represent the breadth of the College,
- To ensure a similar number of voting faculty in each Electoral Voting Group, and
- To disturb the existing assignment of voting units to electoral voting groups as little as is reasonably possible.

In addition, every time that this MOPP is subject to review, the chart establishing the number of representatives from each Electoral Voting Group that represent the groups in the elected committees of the College will also be reviewed, to determine if the distribution of seats in each elected committee requires re-balancing.

For the purpose of the Staff Council election, the staff shall be divided into Job Function voting groups. Groups with 45+ staff members will have two representatives on the Council, voting groups with 44 or fewer staff will have one representative on the Council. Voting groups will be broken-down to represent the staff by the following Job Function Categories:

Group 1: Academic Support, Libraries, and Information Technology

Group 2: Administration

Group 3: Arts Culture & Entertainment and Marketing Communications & Outreach

Group 4: Business and Finance, Human Resources, Engineering & Architecture, and Facilities Operations

Group 5: Research and Health Care

Section IV.3. Faculty Voting and Nomination Eligibility.

The Office of the Dean shall maintain a record of members of the Faculty. Each fall the Office of the Dean shall prepare a list of the voting faculty (see Section I.2) for use during that academic year. The list shall be annotated to indicate nomination eligibility, according to the provisions below.

- a. **Elected Committees.** Only voting faculty at the ranks of tenured associate professor, tenured professor, and clinical professor shall be eligible to serve on the Executive Committee, and on the Graduate Educational Policy Committee. Only voting faculty at the ranks of tenured associate professor, tenured professor, clinical professor, associate professor of instruction, and professor of instruction shall be eligible to serve on the Undergraduate Educational Policy and Curriculum Committee. Only one member of a voting unit shall be eligible to serve on a particular elected committee at any one time. An individual shall not be eligible to serve on two or more of the elected committees at any one time. One may not succeed oneself on any elected committee, except a person filling a vacancy for not more than one year
- b. **Faculty Assembly.** All voting faculty are eligible to serve on the Faculty Assembly, including those currently serving as DEOs. Only two members of a voting unit shall be eligible to serve as Electoral Voting Group representatives on the Faculty Assembly at any one time. Units that will continue to have two Electoral Voting Group representatives on the Assembly shall be marked on the voting list as ineligible for nomination. Other units will be allowed to have only as many nominees on the ballot as there are remaining positions on the Assembly without exceeding two representatives from that unit.
- c. **CLAS Seats on Graduate Council.** Tenured members of the College's voting faculty, as defined in Section I.2, are eligible for the College's seats on the Graduate Council. Clinical-track faculty are not members of the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. Instructional-track faculty are not members of the graduate faculty and therefore are not eligible to nominate, be nominated as, or vote for candidates for Graduate Council seats. An individual shall not be eligible to hold a CLAS seat on Graduate Council at the same time that he or she is serving on one of the College's elected committees. One may not succeed oneself in a CLAS seat on Graduate Council, except for a person filling a vacancy for not more than one year.

Section IV.4. Staff Voting and Nomination Eligibility.

Eligibility shall be based on a report annually prepared by CLAS Human Resources.

Section IV.5. Nominations.

Nominations are conducted by secret ballot, as described in Section I.4, paragraph 2.

The voting faculty as a whole shall nominate, from among the eligible members in each Electoral Voting Group, three times the number of representatives to be elected to any committee position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, the Graduate Educational Policy Committee or the CLAS seats on Graduate Council.

The voting faculty in each Electoral Voting Group shall nominate the candidates for elected seats on Faculty Assembly from that Electoral Voting Group. Each member of the voting faculty may nominate twice the number of representatives to be elected from the faculty member's Electoral Voting Group.

Those with the highest number of votes for each position shall be the nominees. The eligible members who receive the highest number of nominating votes shall be advised thereof by the Dean prior to the preparation of the ballots for the election of the faculty governance bodies. In the absence of their dissent in writing submitted to the Dean, they shall be candidates for the respective positions on the committees. If a person elects not to be a candidate, that place on the election ballot shall be filled by the person who receives the highest number of nominating votes of those not otherwise nominated and who is willing to be a candidate. A faculty member may not accept nomination for more than one of the following: Executive Committee, Undergraduate Educational Policy and Curriculum Committee, Graduate Educational Policy Committee, or a CLAS seat on Graduate Council. If nominated for more than one, the faculty member shall designate the committee of choice and shall be replaced as a nominee for the other committee by the person receiving the next highest number of nominating votes. In case of a tie, the nominee shall be determined by lot.

Those eligible for nomination to Staff Council shall be staff, as defined in section II.1.

Section IV.6. Faculty Election.

Following completion of the nomination process, an election will be held in accordance with Section I.4, with a secret ballot listing the nominees for all committee positions to be filled. Each member of the voting faculty may vote for one, two, or three candidates for each position on the Executive Committee, the Undergraduate Educational Policy and Curriculum Committee, and the Graduate Educational Policy Committee and may vote for one, two, or three candidates for the vacant CLAS seat on Graduate Council. Each member of the voting faculty may vote for as many eligible candidates for Faculty Assembly from the voter's Electoral Voting Group as the voting member wishes. The candidate receiving the highest number of votes for each position shall be declared elected. In case of a tie, the choice shall be determined by lot.

Section IV.7. Selection of Faculty Assembly Representatives.

Members of the Faculty Assembly to be selected by the voting units shall be nominated and selected according to the procedure adopted for that purpose by each voting unit. The selection of unit representatives shall be held following the announcement of the results of the election of members of the Assembly by the Electoral Voting Groups defined in Section III.2.

Each unit shall select a member and an alternate member, the latter to attend and vote in the Assembly when the regular member is unable to attend. A faculty member may vote in only one unit and may be selected as a unit representative only from the unit in which he or she votes. A faculty member who belongs to more than one unit may choose the unit in which he or she shall vote.

Voting units that have fewer than five voting faculty members may combine with another unit or units for purposes of selecting a unit representative, after consultation with and approval by the Dean and the Executive Committee.

Section IV.8. Selection of Staff Council Representatives.

The Staff Council elections shall be as follows:

- a. The names of all eligible nominees shall be placed on the ballot.
- b. Ballots will be electronically distributed to all staff in the Job Function Categories.

Election results will be verified and reported as follows:

- a. Following the Job Function Categories election, results will be approved and certified by ITS. In case of a tie, the winner shall be chosen by lot.

Any candidate listed on the official ballots for annual election may ask for an audit of the election within seven days of the date of mailing of the election summary. Said audit request must be presented in writing to the CLAS Staff Council Executive Committee.

All newly elected councilors will begin at the start of the operational year.

If a councilor changes positions within the College of Liberal Arts and Sciences to another represented Job Function Category, the councilor may continue to serve on the Council until the end of the operational year, with the approval of the CLAS Staff Council Executive Committee.