

Instructions for Nomination and Election of Faculty Senators – Fall 2014

DATE: November 6, 2014

TO: **Head of apportionment unit (i.e. Dean or equivalent)**

FROM: Executive Committee of the Faculty Senate
Dan Edge, Faculty Senate President

RE: Faculty Senate Elections, Fall 2014

The Faculty Senate is commencing with the online process to nominate and elect new Faculty Senate Senators to represent the **XX** apportionment unit. The process should be completed by December 12. Your unit will be electing **XX** Senators. Their terms may end in December 2015, 2016, or 2017 to guarantee that approximately one-third retires each year. **The number of Senators elected is based on total eligible apportionment within the voting unit, not within individual departments, schools, or colleges.**

Attached or linked you will find the following materials pertaining to the Senator elections:

- (1) A roster of current Faculty Senate membership. Terms always expire in December, even for mid-year replacements (which is why Senators may be elected to a term of less than three years). Senators in the 2014 column with asterisks preceding their name are ineligible for Senate re-election this year since they have already served two consecutive full-year terms. Shaded entries indicate a mid-year replacement which, according to the Bylaws, serves only until the next election when a permanent replacement is identified, unless the term ends this year.
- (2) A table depicting Faculty Senate apportionment by unit.
- (3) A spreadsheet listing individuals eligible to be elected in your apportionment unit and/or to vote.
- (4) The 2013-2014 Faculty Senate Attendance by Apportionment Unit indicates apportionment unit and Senator attendance – click on the apportionment unit in the first column to access attendance by individual.

All eligible faculty (outlined in the Faculty Senate Bylaws, Article II, Sec. 1) who were included in the figures used for apportionment (only those who appear on the attached spreadsheet and whose termination or LWOP status is not indicated), shall be eligible to vote in the nomination and election of Senators and are eligible for election, regardless of rank, FTE or unit. Faculty who are on sabbatical or away from campus, and whose names appear on the spreadsheet of eligible voters, are to receive ballots (LWOP, emeriti, and 1039-hour status are excluded). Ballots shall be sent or forwarded to faculty on sabbatical so they may participate in the balloting. Please keep in mind that faculty are elected to represent the entire voting apportionment unit – not individual academic, administrative, or research units.

Again this year, the Senator election will be conducted via electronic balloting. Eligible faculty who do not wish to have their name placed on the nomination ballot have already been identified and are indicated on the spreadsheet. The Faculty Senate Office will electronically send ballots to those who are eligible to vote in the elections and whose email addresses were provided, as requested. If email addresses are not available or were not provided, and USPS addresses were also not provided, it is the responsibility of the

apportionment unit to arrange for ballots to be distributed to faculty; contact the Faculty Senate office to arrange for paper ballots.

Senator Nomination Process: The Executive Committee has designated that the nomination ballot shall be conducted electronically, in the following manner:

1. The Faculty Senate Office will distribute the list of faculty nominees to all eligible voters;
2. Each faculty member shall be allowed to vote for as many faculty as there are vacant positions;
3. Those with the highest number of votes shall appear on the election ballot.

Senator Election Process: The Bylaws state that there shall be at least two nominees for each position being filled, so the election ballot determined from the nomination process should have at least twice as many candidates as there are vacant positions. The Executive Committee has designated that the election ballot shall be conducted electronically, in the following manner:

1. The Faculty Senate Office will distribute the list of candidates to all eligible voters;
2. Each faculty member will be asked to vote for as many candidates as there are vacant positions;
3. Those with the highest number of votes shall be the elected representatives; in the event of ties, a run-off election may be held.
4. The Faculty Senate Office notifies the apportionment units of those elected. It is the responsibility of the apportionment unit to notify faculty that they have been elected to serve as Senators.
5. It is also the responsibility of the apportionment unit to notify all faculty within the apportionment unit of the election results.

PLEASE NOTE: Results of the most recent election will be used to determine replacements as vacancies occur during the calendar year.

If you have any questions about materials or procedure, contact Vickie Nunnemaker at vickie.nunnemaker@oregonstate.edu or 541-737-6268. Your cooperation and assistance is greatly appreciated.