Instructions for Nomination and Election of Faculty Senators - Fall 2007

DATE: November 11, 2007

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

FROM: Executive Committee of the Faculty Senate
       Lynda M. Ciuffetti, Faculty Senate President

RE: Faculty Senate Elections, Fall 2007

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 15. Your unit should elect XX Senators. Their terms may end in December 2008, 2009 or 2010 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.

Attached you will find:

(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 2007 column with asterisks preceding their name are ineligible for Senate re-election this year since they have already served two consecutive terms.

(2) A table depicting Faculty Senate apportionment by unit; and

(3) A spreadsheet listing individuals eligible to be elected in your unit and/or to vote.

All faculty with the rank of Faculty Research Assistant or higher, including Professional Faculty, who were included in the figures used for apportionment (only those who appear on the attached spreadsheet and whose termination 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 department. 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 to faculty on sabbatical so they may participate in the balloting. Please keep in mind that faculty are elected to represent the entire voting unit, not individual departments.

This is the third year of electronic balloting. The Faculty Senate Office is working with each apportionment unit to determine the nomination and election ballots. 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 distribute ballots to faculty.

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. The Faculty Senate Office will count/verify the ballots;
4. Those with the highest number of votes shall appear on the election ballot.

**Senator Election Process:** The Bylaws state that there 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. The Faculty Senate Office will count/verify the ballots.
4. Those with the highest number of votes shall be the elected representatives; in the event of ties, a run-off election should be held.
5. The Faculty Senate Office notifies the apportionment units of those elected. It is the responsibility of the apportionment unit to notify faculty they have been elected to serve as Senators.
6. It is the responsibility of the apportionment unit to notify all faculty within the apportionment unit of the election results.

**PLEASE NOTE:** Since results of the most recent election will be used to determine replacements as vacancies occur during the year, it is imperative that your apportionment unit maintain the results through the next election.

If you have any questions about materials or procedure, contact Vickie Nunnemaker at vickie.nunnemaker@oregonstate.edu or 541-737-4344. Thank you very much for your cooperation and assistance.