

**Elections Council  
Year-End Report for 2010-2011**

**1. List of Senate Elections Council Members** as of May 2011

Colleges	A&C	Business	Education	HSS	S&H	Library	Staff	At-large	Admin.
Name	vacant	Jinn-Tsair (James) Teng	Carrie E. Hong*	Judith Broome	Lizy Mathew*	Mark Sandford	James Miles	vacant	vacant
Area		Marketing & Manage	EDLP & PS	English	Nursing	library	Languages & Cultures		
Year		second	second	second	first	first	first		

\*Co-chairs

**2. Council Meetings in 2010-2011** (The minutes are attached.)

- Fall 2010: September 30, 2010
- Spring 2011: March 10, 2011

**3. Charges for Elections Council, 2010-2011**

**Standing Charges** [completed]

1. Develop standardized procedures for all campus-wide elections.

The Election Council’s standardization of procedures continued the fall’s 2009 election practice on offering a single election for the following committees:

- University Promotion Committee, (UPC)
- University Faculty Range Adjustment Committee (UFRAC)
- Professional Staff Promotion Committee (PSPC)
- Sabbatical Leave Committee
- Assigned Released Time Committee (ART)

Also, the council continued to send out two different calls for nominations: one for Faculty and another one for Professional Staff.

2. Conduct Faculty Senate elections prior to April 30.

Elections were held for the Professional Staff Representative and the four At-Large Representatives in April 2011.

3. Conduct campus wide elections according to the election policy for:

- a. University Promotion Committee (UPC), Sabbatical Leave Committee, University Faculty Range Adjustment Committee (UFRAC), Assigned Released Time Committee (ART), and the Professional Staff Promotion Committee (PSPC)
  - ➔ Elections for five committees were held in Fall 2010. The election for Adjunct Faculty representative was completed in Fall 2010, which is held in every 2 years out of sync with the general election.
- b. University wide ad-hoc committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff, and Adjunct Faculty.
  - ➔ There was no request for ad-hoc committee elections during 2010-2011.

In accordance with the standing charges, the Elections Council coordinated a Fall Election for five different Committees, Adjunct faculty representative election, and the Senate General Election. Elections were held utilizing a web-based electronic voting system and the campus email and announcements systems were used for notification of all election related information.

The elections held during the Fall 2010 and Spring 2011 semesters were:

**Fall Election:**

- University Promotion Committee
  - Two At Large representatives
  - One College of Arts/Communication representative
  - One College of Business representative
  - One College of Education representative
  - One College of HSS representative
  - One College of Science and Health representative
- University Faculty Range Adjustment Committee
  - One College of HSS representative
- Professional Staff Promotion Committee
  - Five at-large representatives

- Sabbatical Leave Committee
  - One At Large representative
  - One College of HSS representative
  - One College of Science and Health representative
- Assigned Release Time Committee
  - One College of Arts/Communication representative
  - One College of Business representative
- Adjunct Faculty Representative
  - One representative

**Spring Election:**

- Senate General Election
  - Four At-Large representatives
  - One Professional Staff representative

**Additional Charges** [completed]

1. To continue updating the Election Council’s instructions manual and the Blackboard page to facilitate transference of information to new members.

The Council continued developing and updating the manual that describes and explains standard procedures and provides detailed instructions on how to run different elections. The manual will continue to be revised, enhanced and expanded yearly so that new members have access to comprehensive information needed to run campus-wide elections.

2. Review the Senate Constitution and By-Laws for corrections and revisions regarding the Elections Council current practices and procedures.

Council reviewed the Senate Constitution and By-Laws and recommend the following corrections and revisions.

**Senate By-Laws**

Text in **RED** are missing from the current by-laws regarding Elections Council (lines 391~399)

## **7. Elections Council**

- a. Develop standardized procedures for all campus wide elections.
- b. Conduct Faculty Senate elections prior to April 30.
- c. Conduct campus wide elections according to the election policy for:
  - i. **University Promotion Committee (UPC), Sabbatical Leave Committee, University Faculty Range Adjustment Committee (UFRAC), Assigned Released Time Committee (ART), and the Professional Staff Promotion Committee (PSPC)**
  - ii. University wide ad-hoc committees and major Search Committees where broad elected representation is needed. These elections can be called upon request from the Senate directly or by the Senate at the request of University Administrative officials for members from Faculty, Librarians, Professional Staff, and Adjunct Faculty.

### **Senate Constitution**

Text in **RED** are missing from the Senate Constitution (lines 83-87)

#### i. Calendar of elections:

1. **University Promotion Committee (UPC), ~~and~~ Sabbatical Leave Committee, University Faculty Range Adjustment Committee (UFRAC), Assigned Released Time Committee (ART), and the Professional Staff Promotion Committee (PSPC) – Late Fall**
2. Senate – Late Spring Term
3. Other Senate Elections – as needed
4. Adjunct Senator Representative – Early Fall

#### **4. Recommendations from the Council for additional charges** for the coming year.

1. To continue updating the Election Council's instructions manual and the Blackboard page to facilitate transference of information to new members.
2. To research and seek recommendations for an up-to-date and user friendly web-based voting system.

Respectively submitted,

Elections Council

Carrie E. Hong & Lizy Mathew (co-chairs), Judith Broom, James Teng, Mark Sandford, and James Miles.