

To: All Faculty and Librarians

CALL FOR NOMINATIONS: SECOND ROUND
UPC, UFRAC, SABBATICAL LEAVE & ART COMMITTEES
Fall 2016

The Senate Elections Council is **accepting nominations (second round)** for election to the following 4 Committees:

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

All committee representatives have a one-year term.

CANDIDATE ELIGIBILITY: In order to be eligible to serve on the University Promotion, Range Adjustment, Assigned Release Time, or Sabbatical Leave Committees, a faculty member **must be tenured**. This is stated either directly in each committee's respective policy or is in effect by past practice in absence of said policy.

All eligible candidates may run for more than one committee, but for only one seat per committee.

The elections are scheduled to run from **Wednesday, October 12 at noon to Wednesday, October 19 at noon**, using a web-based voting system. Polls will be open continuously during this period. The information below reviews nominating and voting procedures, and candidate eligibility for these committees. If you have any questions, please email senatevote@wpunj.edu

1. First round of nominations: September 20 to September 27 (noon)
2. **Second round of nominations: September 27 to October 4 (noon)**
3. Withdrawal and 150-word biographical paragraph: October 4 to October 11 (noon)
4. Election: October 12 (noon) to October 19 (noon)

General Information on Nominating and Voting

1. The first round of nominations will be accepted from **Tuesday, September 20 to Tuesday, September 27 at noon**. All nominations should be sent by email to senatevote@wpunj.edu and include:
 - a. In the message subject: name of committee.
 - b. Name of nominee. Self-nominations are acceptable.
 - c. Department of nominee.
 - d. Indicate if nominated as at-large or College representative.
2. Nominees must contact the Senate Elections Council by email to senatevote@wpunj.edu to confirm acceptance of nomination.

3. Based upon the results of the first round of nominations, a preliminary list of candidates will be announced on **Tuesday, September 27**. This list will also constitute the beginning of the second round of nominations. Second round nominations will be accepted until **noon on Tuesday, October 4**.
 4. Withdrawals and candidates' (optional) biographical paragraphs (150 words max) will be accepted from **Tuesday, October 4** until **noon on Tuesday, October 11**. Withdrawals and biographies should be sent by email to senatevote@wpunj.edu
 5. A final list of candidates will be announced on **Wednesday, October 12**. The elections will be held from **Wednesday, October 12 at noon to Wednesday, October 19 at noon**. No write-in candidates will be accepted.
 6. All email correspondence regarding nominations, acceptances, withdrawals, and biographies will be confirmed via senatevote@wpunj.edu
 7. Any unopposed candidates will automatically be declared as elected.
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University Promotion Committee (UPC) and University Faculty Range Adjustment Committee (UFRAC)

1. All full-time teaching faculty may nominate and vote; however, only tenured faculty may be elected to the University Promotions Committee and to the University Faculty Range Adjustment Committee.
2. Both Committees shall be constituted as follows:
 - One tenured faculty member elected from each of the five Colleges.
 - Two tenured teaching faculty members elected as At-Large representatives, provided that neither of the At-Large representatives are members of a department already represented by a "College" member. No department shall have more than one member sitting on the committee. In the event that two or more representatives are elected from the same department, the seating priority is first the representative from the College and then the At-Large representatives in order of votes obtained, subject to the same restriction.
3. All College candidates nominated must be tenured, although the nominations may originate from any full-time member of the College (the nominator need not be tenured).
4. At-Large representatives must be tenured, although nominations may originate from any full-time faculty member, regardless of his or her College affiliation.
5. Faculty members nominated to the University Faculty Range Adjustment Committee (UFRAC) as both College representatives and At-Large representatives may only accept one of the two nominations for the committee.
6. Faculty members nominated to the University Promotion Committee (UPC) as both College representatives and At-Large representatives may only accept one of the two nominations for committee.
7. In any given academic year, candidates for promotion may not serve on the University Promotion Committee (UPC).

8. Candidates for range adjustments shall not serve on UFRAC during their candidacies.

Sabbatical Leave Committee

1. All full-time teaching and library faculty may nominate and vote; however, only tenured faculty may be elected to the Sabbatical Leave Committee.
2. The Sabbatical Leave Committee will be constituted as follows:
 - One tenured faculty member elected from each of the five Colleges.
 - One tenured librarian elected by librarians.
 - One tenured faculty member elected as an At-Large representative, provided that he/she is not a member of a department already represented by a "College" member. (Here the Library is treated as a one-department college.) In the event that two or more representatives are elected from the same department, the representative from the College will be seated and the At-Large representative will be disqualified. In this event, the next highest vote winner will be awarded the At-Large seat.
3. Nominations for College representatives may originate from any full-time member of the College (the nominator need not be tenured).
4. Nominations for At-Large representatives may originate from any full-time faculty member, regardless of his or her College affiliation and tenure status.
5. Faculty members nominated to the Sabbatical Leave Committee as both College representatives and At-Large representatives may only accept one of the two nominations for committee.
6. Faculty applying for sabbatical leave may not serve on the Sabbatical Leave Committee and should not volunteer or accept nominations to serve.

Assigned Released Time Committee (ART)

1. All full-time teaching and library faculty may nominate and vote; however, only tenured faculty may be elected.
2. The Assigned Released Time Committee will be constituted as follows:
 - One faculty member elected from each of the five Colleges.
 - One librarian elected by librarians.
 - Two faculty members elected as At-Large representatives, provided that neither of the At-Large representatives are members of a department already represented by a "College" member. (Here the Library is treated as a one-department college.) In the event that two or more representatives are elected from the same department, the representative from the College will be seated and the At-Large representative will be disqualified. In this event, the next highest vote winner will be awarded the At-Large seat.
3. Faculty members nominated to the Assigned Released Time Committee (ART) as both College representatives and At-Large representatives may only accept one of the two nominations for committee.
4. Faculty applying for Assigned Released Time may not serve on ART and should not volunteer or accept nominations to serve.