

I.C.

FACULTY ELECTIONS

(Revised July 1998, July 1, 2001, August 2002, May 7, 2003; Jan. 30, 2004, October 2008; October 2012; January 2013; December 4, 2015; November 10, 2017; October 6, 2023i, January 12, 2023ah; October 18, 2024ih)

The Associate Dean of the College will initiate the election process. The Associate Dean and Dean's office staff are responsible for implementing the election procedures listed below.

In order to comply with the faculty's desire for fair and proportional representation from the several areas of the College, the annual elections will be divided into six rounds.

Round 1	Nominate and elect the College Representative: University Promotion and Tenure Committee
Round 2	Nominate and elect At-large Representative: College Promotion and Tenure Committee *Full professor and Senior fixed-term professor
Round 3	Nominate and elect to fill vacant seats: Graduate Council Humanities and English; Psychology and Sociology; Social Sciences * Only graduate faculty from the area needing representation are eligible to vote in Round Three Undergraduate Council *During odd-numbered years Curriculum Committee Up to 5 seats elected, one representative per department
Round 4	Nominate and elect Department Representative: College Promotion and Tenure Committee *Full professor and Senior fixed-term professor
Round 5	Nominate and elect College Representative: Center for Faculty Excellence *Must be a full professor
Round 6	Nominate and elect to fill vacant seats: FTSCA (Faculty Teaching & Scholarly/Creative Activities Committee) Up to 5 seats elected, one representative per department University Research Enhancement Committee Two representatives from FTSCA will be elected to serve a two-year term

Given the special importance and demands of service on the Promotion and Tenure Committees, a faculty member who does not wish to stand for election to these committees must inform the election officers of this decision in writing: the withdrawal memorandum becomes a part of the faculty member's personnel file.

The Faculty of the College will be informed of results as each round of elections is completed.

I.C.1. Nomination and Election of College Representative to University Promotion and Tenure Committee

- A. By the first week in March in any academic year in which the term of office for the CLA Representative to the University Promotion and Tenure Committee expires, the election officers will circulate a list of eligible faculty and solicit nominations from the faculty. All full-time tenured Full-Professors will be eligible for nomination and be included on the list, unless they have petitioned to have their names withheld from the list in writing. All full-time tenure track faculty may submit nominations to the election officers.
- B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees will be prepared and distributed to all full-time fixed term and tenure- track faculty. Sufficient time (three working days) is allotted for voting electronically.
- C. Full-time fixed term, tenured, and tenure track faculty will vote for one candidate. If one nominee receives a majority of the votes cast for a position, that person is elected. If no majority is attained, a run-off election will be held between those nominees receiving the two highest vote totals. Ballots containing these two names will be prepared and distributed immediately following the first election. If a tie occurs among more than two, then all those involved will be included in the runoff. In the event of other complications, the election officers will meet with the candidates and work out a mutually agreeable solution. The results of any such agreements will be reported to the faculty. Sufficient time (three working days) is allotted for voting electronically.
- D. If the position of College Representative to the University Promotion and Tenure Committee becomes vacant, a special election, following the procedures outlined above, will be held to fill the vacancy for the remainder of the term.

I.C.2 Election of At-large Member of the College Promotion and Tenure Committee

- A. By the first week in March of each year, before the term of the At-large Member of the College Promotion and Tenure Committee expires, a memorandum is sent from each department to all full-time or permanent half-time faculty, soliciting nominations for the At-large Representatives for the College Tenure and Promotion Committee. (Only tenured full-time full professors and senior fixed term faculty are eligible for service on the Committee.) The representatives serve a two-year term. The College of Liberal Arts College Promotion and Tenure Committee elects two At-Large members, one full professor and one senior fixed term member.
- B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees is prepared and distributed to the College faculty. Sufficient time (three working days) is allotted for voting.

Runoffs will be conducted as outlined above in I.C.I.C.

If the position of the At-Large Representative becomes vacant, a special election will be held, as described in I.C.I.D.

I.C.3 Election to the Graduate Council

The College of Liberal Arts will elect three representatives from each of the following disciplinary areas: 1) Humanities and English, 2) Social Sciences, and 3) Psychology and Sociology. At least one seat is reserved for each of the three areas described above.

Only Graduate Faculty from that area are eligible to nominate and vote for their representative, and to serve on the Council. Faculty members who wish to make a nomination for Graduate Council representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for these positions because of election to a position in rounds one or two, he, she, or they should notify one of the election officers in writing within two working days after being nominated for the position.

When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person in each race. Run-offs will be conducted as outlined above in I.C.I.C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in I.C.I.D. This faculty member will serve the remainder of the vacating representative's term.

I.C.4 Election to the Undergraduate Council

The College of Liberal Arts will elect two full-time faculty representatives to serve on the Undergraduate Council. Faculty members who wish to make a nomination for Undergraduate Council representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for this position because of election to a position in rounds one, two, or three, he, she, or they should notify one of the election officers in writing within two working days after being nominated for the position.

When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person. Run-offs will be conducted as outlined above in I.C.I.C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in I.C.I.D. This faculty member will serve the remainder of the vacating representative's term.

I.C.5 Election to the Curriculum Committee

The College of Liberal Arts will elect department representatives to serve on the Curriculum Committee. Faculty members who wish to make a nomination for Curriculum Committee representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for this position because of election to a position in rounds one, two, or three, he, she, or they should notify one of the election officers in writing within two working days after being nominated for the position. The department representatives elected will join the one academic advisor from CLA who was appointed to serve on the committee by the Dean and Associate Dean.

When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person. Run-offs will be conducted as outlined above in I.C.I.C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in I.C.I.D. This faculty member will serve the remainder of the vacating representative's term.

I.C.6 Department Representation to the College Promotion and Tenure Committee

- A. By the first week in March of each year, before the term of the Department Representatives of the College Promotion and Tenure Committee expires, a memorandum is sent from each department to all full-time or permanent half-time faculty, soliciting nominations for the Department Representative for the College Tenure and Promotion-Committee. (Only tenured full-time full professors and senior fixed term faculty are eligible for service on the Committee.) The representative serves a two-year term. The Departments of English, Humanities, Social Sciences, and Psychology and Sociology each elect one full professor by all tenured, tenure-track, and fixed-term faculty within the department. The Department of Interdisciplinary Studies elects one full professor or senior fixed-term professor by all tenured, tenured-track, and fixed-term faculty within the department
- B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees is prepared and distributed to the College faculty. Sufficient time (three working days) is allotted for voting.

Runoffs will be conducted as outlined above in I.C.I.C.

If the position of the At-Large Representative becomes vacant, a special election will be held, as described in I.C.I.D.

I.C.7 College Representation on the Center for Faculty Excellence Committee

The Director of the Center for Faculty Excellence will serve as chair of the committee. The voting membership includes one full professor elected from each academic college/school to serve staggered three-year terms. The Associate Provost and CEF Event Coordinator will also serve on the committee as ex-officio, non-voting members.

I.C.8 Election to FTSCA and the University Research Enhancement Review Panel

The College of Liberal Arts will elect full-time faculty representatives (one from each department in CLA) elected by all faculty to serve a two- year staggered term on the CLA FTSCA Committee. Then, from the CLA FTSCA Committee membership, two representatives will be elected by all faculty to serve a two-year staggered term on the University Research Enhancement Review Panel.

Faculty members who wish to make a nomination for the CLA FTSCA committee and/or University Research Enhancement Review Panel representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for this position because of election to a position in rounds one, two, or three, he, she, or they should notify one of the election officers in writing within two working days after being nominated for the position.

When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person. Run-offs will be conducted as outlined above in I.C.I.C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in I.C.I.D. This faculty member will serve the remainder of the vacating representative's term.