

SECTION FIVE

**COLLEGE-WIDE POLICIES FOR
ELECTIONS AND COMMITTEE
APPOINTMENTS**

5 COLLEGE-WIDE POLICIES FOR ELECTIONS AND COMMITTEE APPOINTMENTS

- 5.1 COLLEGE-WIDE PRINCIPLES FOR CAMPUS ELECTIONS.** The following constitute general principles for Messiah College's campus governance elections. While these principles may be overridden in specific cases by appropriate governance action, they nonetheless provide the default mode for our various campus elections.
- 5.1.1 Community of Educators and Ranked Faculty elections shall be implemented by the Office of the Provost. Staff and administrative employee elections shall be implemented by the Office of Human Resources.
- 5.1.2 Eligible persons for a given election shall be given the opportunity to withdraw their names from candidacy before the election begins except for Term Tenure and Promotion Committee, i.e., persons who are eligible for a given position shall not be required to let their names stand for election.
- 5.1.3 In general, employees shall not be allowed to serve in more than one at-large elected position. Community of Educators Senators, however, shall be allowed to serve in one other at-large elected position (though not on College Council).
- 5.1.4 Members of the College Council shall not be eligible to be elected to the Community of Educators Senate. Conversely, Community of Educators Senators shall not be eligible to be elected to the College Council.
- 5.1.5 A given person shall not be eligible to serve in a particular at-large elected position more than two consecutive terms.
- 5.1.6 For reasons of efficiency and anonymity, elections shall be conducted by iVote.

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.2 ELECTED POSITIONS

5.2.1 Community of Educators Senate

Position	Number	Standard Term
Chair of Community of Educators	1	Two Years (Vice Chair and Chair)
Vice Chair of Community of Educators	1	Two Years (Vice Chair and Chair)
School of the Arts representatives	1 for every 7	Three Years
School of the Humanities representatives	1 for every 7	Three Years
School of Business, Education and Social Sciences representatives	1 for every 7	Three Years
School of Science, Engineering and Health representatives	1 for every 7	Three Years
Librarian representatives	1 for every 7	Three Years
Curricular Administrator representatives	1 for every 7	Three Years
Cocurricular Educators representatives	1 for every 7	Three Years

5.2.2 College Council

Position	Number	Standard Term
Ranked Faculty representatives	1	Two Years
Cocurricular Educators representative	1	Two Years
Administrative Employees (non-cocurricular) representative	1	Two Years
Staff Employees representatives	1	Two Years

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.2.3

Ranked Faculty Affairs Committee

Position	Number	Standard Term
Chair of the Ranked Faculty	1	Three Years (Vice Chair, Chair, Past Chair)
Vice Chair of the Ranked Faculty	1	Three Years (Vice Chair, Chair, Past Chair)
Immediate Past Chair of the Ranked Faculty	1	Three Years (Vice Chair, Chair, Past Chair)
Secretary of the Ranked Faculty	1	One Year
Academic Department Cluster 1 representative from Term-Tenure Faculty	1	Two Years
Academic Department Cluster 2 representative from Term-Tenure Faculty	1	Two Years
Academic Department Cluster 3 representative from Term-Tenure Faculty	1	Two Years
Academic Department Cluster 4 representative from Term-Tenure or Clinical Track Faculty	1	Two Years
Lecturer	1	Two Years

5.2.4

Administrative Council

Position	Number	Standard Term
Librarian representative	1	Two Years
Academic Administrators representative	1	Two Years
College Ministries representative	1	Two Years
Division of Student Affairs representative	1	Two Years
Information Technology Services representative	1	Two Years
Enrollment Management representative	1	Two Years
Finance and Operations representative	1	Two Years
College Advancement representative	1	Two Years

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.2.5

Staff Council

Position	Number	Standard Term
Dining Services representative	1	Two Years
Campus Events, Conference Services representative	1	Two Years
Building and Property Services representative	1	Two Years
Schools, Department and Center Secretaries representative	1	Two Years
Bookstore, College Press, Postal Services, Safety representative	1	Two Years
Advancement representative	1	Two Years
Finance/ ITS representative	1	Two Years
Registrar, Library, Enrollment Management representative	1	Two Years
Student Affairs Representative	1	Two Years

5.2.6

Term Tenure and Promotion Committee

Position	Number	Standard Term
Professor positions	3	Three Years
Associate Professor position	1	Two Years
Assistant Professor position	1	Two Years

5.2.7

Academic Council

Position	Number	Standard Term
Department Chair positions	2, from different Schools	Two Years
Ranked Faculty positions	3, from different Schools <u>and</u> from different Schools than the Chairs	Three Years

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.2.8

Cocurricular Education Council

Position	Number	Standard Term
Faculty position	1	Two Years
Cocurricular Educator position	1	Two Years

5.2.9

Curriculum Committee

Position	Number	Standard Term
Department Chair positions	2, from different Schools	Two Years
Ranked Faculty positions	3, from different Schools <u>and</u> from different Schools than the Chairs	Three Years

5.2.10

Scholarship and Development Committee

Position	Number	Standard Term
Academic Department Ranked Faculty representative from School of the Arts	1	Two Years
Academic Department Ranked Faculty representative from School of Business, Education and Social Sciences	1	Two Years
Academic Department Ranked Faculty representative from School of the Humanities	1	Two Years
Academic Department Ranked Faculty representative from School of Science, Engineering and Health	1	Two Years

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

- 5.3 ORDER OF ELECTIONS**
- 5.3.1 **Vice Chair of Community of Educators**
- 5.3.2 **Vice Chair of Ranked Faculty Meeting**
- 5.3.3 **Term Tenure and Promotion Committee positions**
- 5.3.4 **Personnel Committees**
 - a. Ranked Faculty Affairs Committee positions
 - b. Administrative Council positions
 - c. Staff Council positions
- 5.3.5 **Scholarship and Development Committee positions** [Revised order 2/4/2003, Community of Educators Senate]
- 5.3.6 **Community of Educators Senate**
 - a. Schools' Senators (from five different schools)
 - b. Librarians' Senator
 - c. Curricular Administrators' Senators
 - d. Cocurricular Educators' Senators
- 5.3.7 **Academic Council**
 - a. Department Chair positions
 - b. Ranked Faculty positions
- 5.3.8 **Cocurricular Education Council**
 - a. Faculty position
 - b. Cocurricular Educator position
- 5.3.9 **Curriculum Committee**
 - a. Department Chair positions
 - b. Ranked Faculty positions
- 5.3.10 **Secretary of the Ranked Faculty Meeting**
- 5.3.11 **College Council representatives**
 - a. Ranked Faculty representative
 - b. Cocurricular Educators' representative
 - c. Administrative Employees' non-cocurricular representative
 - d. Staff Employees' representative

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.4 VOTING ELIGIBILITY. The following identifies the voting constituencies for each of the elections. These voting constituencies (column 2) may be amended by the process outlined in column 3.

Elections	Who is eligible to vote in this election?	Who has the authority to alter the voting constituency?
Vice Chair of Community of Educators	Full members of Community of Educators	Community of Educators Senate, approved by Provost and President
Vice Chair of Ranked Faculty Meeting	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Term-Tenure and Promotion Committee positions	Term-Tenure Track Faculty	Ranked Faculty Meeting, approved by Provost and President
Ranked Faculty Affairs Committee positions	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Scholarship and Development Committee positions	Term-Tenure Track or Clinical Track and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Administrative Council positions	Administrative employees (for their specific group)	Administrative Council, approved by Provost, relevant Vice President(s) and President
Staff Council positions	Staff employees (for their specific group)	Staff Council, approved by Provost, relevant Vice President(s) and President
School representatives to Community of Educators Senate	Term-Tenure Track or Clinical Track Faculty and Lecturers (for representatives from their specific Schools)	Community of Educators Senate, approved by Provost and President
Librarian representative to Community of Educators Senate	Librarians	Community of Educators Senate, approved by Provost and President
Curricular Administrator representatives to Community of Educators Senate	Curricular Administrators	Community of Educators Senate, approved by Provost and President

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

Elections	Who is eligible to vote in this election?	Who has the authority to alter the voting constituency?
Cocurricular Educator representatives to Community of Educators Senate	Cocurricular Educators	Community of Educators Senate, approved by Provost and President
Academic Council, Department Chair positions	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Academic Council, Ranked Faculty positions	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Cocurricular Education Council, Faculty position	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Cocurricular Education Council, Cocurricular Educator position	Cocurricular Educators	Community of Educators Senate, approved by Provost and President
Curriculum Committee, Department Chair positions	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Curriculum Committee, Ranked Faculty positions	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Secretary to the Ranked Faculty Meeting	Term-Tenure Track or Clinical Track and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Ranked Faculty representatives to College Council	Term-Tenure Track or Clinical Track and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Cocurricular Educators representative to College Council	Cocurricular Educators	Administrative Council, approved by Provost and President
Administrative Employees representative to College Council	Administrative Employees	Administrative Council, approved by Provost, relevant Vice President(s) and President

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

Elections	Who is eligible to vote in this election?	Who has the authority to alter the voting constituency?
Staff Employees representative to College Council	Staff Employees	Staff Council, approved by Provost, relevant Vice President(s) and President

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.5

ELIGIBILITY FOR CANDIDACY. The following identifies the general category or categories of employees who are eligible to be elected to the positions identified in column 1. Eligibility for being elected to these positions (column 2) may be amended by the process outlined in column 3.

Annual Order of Elections	Who is eligible to be elected?	Who has the authority to alter eligibility for candidacy?
Vice Chair of Community of Educators	Full members of Community of Educators	Community of Educators Senate, approved by Provost and President
Vice Chair of the Ranked Faculty Meeting	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Term Tenure and Promotions Committee positions	Term-Tenure Track Faculty, according to rank	Ranked Faculty Meeting, approved by Provost and President
Ranked Faculty Affairs Committee positions	Term-Tenure Track or Clinical Track Faculty (to tenure track or clinical track positions on RFAC) and Lecturers (to Lecturer position on RFAC)	Ranked Faculty Meeting, approved by Provost and President
Scholarship and Development Committee positions	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Administrative Council positions	Administrative employees (to the committee position designated for their specific employee group)	Administrative Council, approved by Provost, relevant Vice President(s), and President
Staff Council positions	Staff employees (to the committee position designated for their specific employee group)	Staff Council, approved by Provost, relevant Vice President(s), and President
School representatives to Community of Educators Senate	Term-Tenure Track or Clinical Track Faculty and Lecturers (as representatives for their specific Schools)	Community of Educators Senate, approved by Provost and President
Librarian representatives to Community of Educators Senate	Librarians	Community of Educators Senate, approved by Provost and President
Curricular Administrator representative to Community of Educators Senate	Curricular Administrators	Community of Educators Senate, approved by Provost and President

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

Annual Order of Elections	Who is eligible to be elected?	Who has the authority to alter eligibility for candidacy?
Cocurricular Educator representative to Community of Educators Senate	Cocurricular Educator	Community of Educators Senate, approved by Provost and President
Academic Council, Department Chair positions	Department Chairs	Community of Educators Senate, approved by Provost and President
Academic Council, Ranked Faculty positions	Term-Tenure Track or Clinical Track Faculty and Lecturers who are not Department Chairs	Community of Educators Senate, approved by Provost and President
Cocurricular Education Council, Faculty position	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Cocurricular Education Council, Cocurricular Educator position	Cocurricular Educator	Community of Educators Senate, approved by Provost and President
Curriculum Committee, Department Chair positions	Department Chairs	Community of Educators Senate, approved by Provost and President
Curriculum Committee, Ranked Faculty positions	Term-Tenure Track or Clinical Track Faculty and Lecturers who are not Department Chairs	Community of Educators Senate, approved by Provost and President
Secretary to the Ranked Faculty Meeting	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Ranked Faculty representatives to College Council	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Cocurricular Educators representative to College Council	Cocurricular Educators	Administrative Council, approved by Provost, relevant Vice President(s) and President
Administrative Employees representative to College Council	Administrative Employees	Administrative Council, approved by Provost, relevant Vice President(s) and President
Staff Employees representative to College Council	Staff employees	Staff Council, approved by Provost, relevant Vice President(s), and President

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.6 COLLEGE-WIDE SECONDARY ELECTIONS POLICIES AND IMPLEMENTATION OF ELECTIONS POLICIES

5.6.1 Section 5.4 establishes policies on voting eligibility for campus elections, and Section 5.5 establishes some general guidelines for eligibility to serve in elected positions. There are more specific, but secondary, elections policies that are adopted by specific governance bodies. These include, but are not limited to, the following:

- a. Group-specific guidelines regarding eligibility for candidacy.
- b. Group-specific guidelines for how a person expresses his/her willingness to serve in an elected position, is nominated to serve in a particular position, and/or withdraws his/her name from candidacy.
- c. Group-specific guidelines for determining the winner or winners of a given election (majority vote, plurality, circumstances for having run-offs, etc.).
- d. Group-specific guidelines for handling resignations from elected positions as well as for filling unexpired terms.

5.6.1.1 Column 2 below identifies the governance body that is responsible for establishing these secondary elections policies.

5.6.1.2 Column 3 below identifies the office that is charged with implementing given elections according to the established policies. Implementation includes the following tasks: assembling a list of eligible candidates, identifying eligible candidates who are willing to serve in the elected position, distributing and collecting ballots, tallying votes, determining election winners, announcing election results, etc.

Order of Elections	Group/Body that Develops Secondary Policies	Implementation of Election, According to Established Policies
Vice Chair of Community of Educators Senate	Community of Educators Senate	Office of the Provost
Vice Chair of the Ranked Faculty Meeting	Ranked Faculty Meeting	Office of the Provost
Term Tenure and Promotion Committee positions	Ranked Faculty Meeting	Office of the Provost
Ranked Faculty Affairs Committee positions	Ranked Faculty Meeting	Office of the Provost
Scholarship and Development Committee positions	Ranked Faculty Meeting	Office of the Provost
Administrative Council positions	Administrative Council	Human Resources
Staff Council positions	Staff Council	Human Resources
School representative to Community of Educators Senate	Community of Educators Senate	Office of the Provost
Librarian representative to Community of Educators Senate	Community of Educators Senate	Office of the Provost

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

Order of Elections	Group/Body that Develops Secondary Policies	Implementation of Election, According to Established Policies
Curriculum Administrators representatives to Community of Educators Senate	Community of Educators Senate	Office of the Provost
Cocurricular Educators representatives to Community of Educators Senate	Community of Educators Senate	Office of the Provost
Academic Council, Department Chair positions	Community of Educators Senate	Office of the Provost
Academic Council, Ranked Faculty positions	Community of Educators Senate	Office of the Provost
Cocurricular Education Council, Faculty position	Community of Educators Senate	Office of the Provost
Cocurricular Education Council, Cocurricular Educator position	Community of Educators Senate	Office of the Provost
Curriculum Committee, Department Chair positions	Community of Educators Senate	Office of the Provost
Curriculum Committee, Ranked Faculty positions	Community of Educators Senate	Office of the Provost
Secretary to the Ranked Faculty Meeting	Ranked Faculty Meeting	Office of the Provost
Ranked Faculty representatives on College Council	Ranked Faculty Meeting	Human Resources
Cocurricular Educator representative on College Council	Administrative Council	Human Resources
Administrative Employee representative on College Council	Administrative Council	Human Resources
Staff Employee representative on College Council	Staff Council	Human Resources

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.7 SECONDARY ELECTION POLICIES FOR EDUCATORS

5.7.1 **Eligibility for Community of Educators Elected Positions.** The following policies apply to elected leadership and committee positions under the jurisdiction of the Community of Educators.

5.7.1.1 Community of Educators Vice Chair. All Community of Educators members are eligible for election to the position of Community of Educators Vice Chair except for:

- a. Any Community of Educators member who will be serving on the College Council
- b. The current Community of Educators Vice Chair, the current Community of Educators Chair
- c. The current Ranked Faculty Vice Chair, the current Ranked Faculty Chair
- d. Educators serving in elected committee positions whose terms are continuing
- e. Faculty members scheduled to be on sabbatical or leave for the entire upcoming academic year (faculty members scheduled to have a one-semester sabbatical or leave during the upcoming academic year are eligible for election)

5.7.1.2 Elected representatives on the Community of Educators Senate. All Community of Educators members are eligible for election from their respective areas except for:

- a. Any Community of Educators member who will be serving on the College Council.
- b. The Community of Educators Vice Chair elect, the current Community of Educators Vice Chair.
- c. The Ranked Faculty Vice Chair elect, the current Ranked Faculty Vice Chair.
- d. Faculty members scheduled to be on sabbatical or leave for the entire upcoming academic year (faculty members scheduled to have a one-semester sabbatical or leave during the upcoming academic year are eligible for election).

5.7.1.3 Other Elected Positions to Community of Educators Committees. There are three Community of Educators committees which include elected Community of Educators members (i.e., Academic Council, Cocurricular Education Council and the Curriculum Committee). All Community of Educators members are eligible for election to positions on these committee positions (for which they qualify) except for:

- a. The Community of Educators Vice Chair elect, the current Community of Educators Vice Chair
- b. The Ranked Faculty Vice Chair elect, the current Ranked Faculty Vice Chair
- c. Community of Educators members serving in elected committee positions whose terms are continuing (i.e., no Community of Educators member shall serve simultaneously as a member of more than one of the following committees: Academic Council, Cocurricular Education Council, Curriculum Committee, Ranked Faculty Affairs Committee, Term Tenure and Promotion Committee, Scholarship and Development Committee)

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

- d. Faculty members scheduled to be on sabbatical or leave for the entire upcoming academic year (faculty members scheduled to have a one-semester sabbatical or leave during the upcoming academic year are eligible for election)

5.7.2 **Eligibility for Ranked Faculty Meeting Elected Positions.** The following policies apply to elected leadership and committee positions under the jurisdiction of the Ranked Faculty Meeting.

5.7.2.1 Vice Chair of the Ranked Faculty Meeting. All ranked faculty members, including Community of Educators Senators, are eligible for election to the position of Faculty Vice Chair except for:

- a. Any Ranked Faculty member who will be serving on the College Council
- b. The Community of Educators Vice Chair elect, the current Community of Educators Vice Chair, the current Community of Educators Chair
- c. The current Ranked Faculty Vice Chair, the current Ranked Faculty Chair, the immediate past-Ranked Faculty Chair
- d. Ranked faculty members serving in elected committee positions whose terms are continuing
- e. Ranked faculty members scheduled to be on sabbatical or leave for the entire upcoming academic year (faculty members scheduled to have a one-semester sabbatical or leave during the upcoming academic year are eligible for election)

5.7.2.2 Secretary of the Ranked Faculty Meeting. All ranked faculty members, including Community of Educators Senators, are eligible for election to the position of Faculty Secretary except for:

- a. The Community of Educators Vice Chair elect, the current Community of Educators Vice Chair
- b. The Ranked Faculty Vice Chair elect, the current Ranked Faculty Vice Chair, the current Ranked Faculty Chair
- c. Ranked faculty members serving in elected committee positions whose terms are continuing
- d. Faculty members scheduled to be on sabbatical or leave for at least one semester during the upcoming academic year

5.7.2.3 Ranked Faculty Representative on the College Council. All ranked faculty members are eligible for election to College Council except for:

- a. Any ranked faculty member who is a member elect or a continuing member of the Community of Educators Senate
- b. The Ranked Faculty Vice Chair elect, the current Ranked Faculty Vice Chair
- c. Ranked faculty members scheduled to be on sabbatical or leave for the entire upcoming academic year (faculty members scheduled to have a one-semester sabbatical or leave during the upcoming academic year are eligible for election)

5.7.2.4 Other Elected Positions on Ranked Faculty Meeting Committees. There are three Ranked Faculty Meeting committees that include elected ranked faculty members (i.e., Ranked Faculty Affairs Committee, Term Tenure and Promotion Committee and the Scholarship and Development Committee). All ranked faculty members,

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

including Community of Educators Senators, are eligible for election to positions on these committee (provided they qualify according to cluster or rank and position) except for:

- a. The Community of Educators Vice Chair elect, the current Community of Educators Vice Chair
- b. The Ranked Faculty Vice Chair elect, the current Ranked Faculty Vice Chair
- c. Ranked faculty members serving in elected committee positions whose terms are continuing (i.e., no ranked faculty member shall serve simultaneously as a member of more than one of the following committees: Academic Council, Cocurricular Education Council, Curriculum Committee, Ranked Faculty Affairs Committee, Term Tenure and Promotion Committee, Scholarship and Development Committee).
- d. Ranked faculty members scheduled to be on sabbatical or leave for the entire upcoming academic year (faculty members scheduled to have a one-semester sabbatical or leave during the upcoming academic year are eligible for election).

5.7.3 **The Election Process for Elected Positions.** These policies apply to all elections under the jurisdiction of both the Community of Educators and the Ranked Faculty Meeting.

5.7.3.1 Withdrawing Names from Consideration. In November, each member of the Community of Educators will receive a form listing all the elected positions for which he/she is eligible. Any Community of Educators member wishing to withdraw his/her name from consideration for certain elected positions may indicate this on the form, and return the form to the specified office or person by the specified date.

- a. If a person does not return this form by the specified date, the assumption will be that he/she is willing to serve in any of the elected positions listed for which he/she is eligible.
- b. Once the specified date has passed, persons will not be allowed to withdraw their names from the electoral process for these elected positions.
- c. Ranked faculty members serving in an elected position whose terms are continuing are automatically ineligible for the Term Tenure and Promotion Committee with the exception of Ranked faculty members who are on the Community of Educators Senate. Ranked faculty members continuing on Senate must let their name stand for Term Tenure and Promotion Committee. However, if elected, they have the option of resigning from Senate. All other ranked faculty members will not be allowed to withdraw their names from the election process for membership on the Term Tenure and Promotion Committee without the approval of the Provost.
- d. Community of Educators members are allowed but not mandated to serve both on the Senate and one other elected position. Therefore, any ranked faculty member elected to the Term Tenure and Promotion Committee or the Ranked Faculty Affairs Committee will be given the option of withdrawing his/her name from consideration for the Senate.

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

- 5.7.3.2 Nominating Slate. Upon receiving these faculty responses, the Office of the Provost will prepare nominating slates for each election. These nominating slates will consist of all eligible Community of Educators members who have not withdrawn their names from consideration. Moreover, after an election is complete, the person elected will be automatically withdrawn from the nominating ballots of subsequent elections with two exceptions:
- a. If a Community of Educators member is elected to a position in an election prior to the Community of Educators Senate elections, that person will be given the option to withdraw his/her name from the Community of Educators Senate election.
 - b. If a Community of Educators member is elected to the Senate that person will be given the option of withdrawing his/her name from any or all subsequent elections.
- 5.7.3.3 Order of Elections. Once the nominating slates have been set, the Office of the Provost will proceed in accordance with the established order of elections.
- 5.7.3.4 Nominating Ballots. Each election will begin with a nominating ballot. On this ballot, each eligible voter may cast a nominating vote for as many as three persons whose names appear on the nominating slate for the office or position(s) being elected.
- 5.7.3.5 Election Slates. Once the nominating ballot for a given position has been completed and the nominations have been tallied, the Office of the Provost will prepare an election slate for that position.
- a. The election slates for the positions of Community of Educators Vice Chair, Ranked Faculty Vice Chair, Ranked Faculty Secretary, and Curriculum Committee member shall consist of the six persons who received the most nominations.
 - b. The elections for Community of Educators Senators shall consist of the following:
 1. the six persons who received the most nominations if two individuals are to be elected.
 2. the three persons who received the most nominations if one individual is to be elected.
 - c. The election slates for the positions on the Academic Council, Cocurricular Education Council, Ranked Faculty Affairs Committee, Term Tenure and Promotion Committee and Scholarship and Development Committee shall consist of the three persons who received the most nominations.
 - d. Ties on the nomination ballot will be resolved by either adding to or subtracting from the number of nominees—depending on the size of the eligibility pool. In all the cases, the size of the final election slate will be no lower than three and no larger than six.

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

- 5.7.3.6 **Election Ballots and Determination of Winner.** After the election slate for a given election has been determined, the Office of the Provost shall conduct an election ballot using the “Instant Runoff Voting” method. Under the Instant Runoff Voting method, a voter ranks the candidates on the ballot from his/her first choice to his/her last choice. A tallying process then “transfers” voter support from the last-place candidate(s) to the remaining candidates, until one candidate emerges with a majority. In the event of a tie, a two-way runoff election will be conducted.
- 5.7.3.7 Once an election is completed for a given position, and the winner has been identified, the Office of the Provost will conduct a nominating ballot for the next election. The election for that position will then proceed as previously stated.
- 5.7.4 **Resigning from Elected Positions.** These policies apply to all elections under the jurisdiction of both the Community of Educators and the Ranked Faculty Meeting.
- 5.7.4.1 **Sabbaticals and Leaves.** Any Community of Educators member serving in an elected position must resign from that position if, due to sabbatical or leave, he/she is unable to fulfill the duties of that position for a period longer than one full semester.
- 5.7.4.2 **Scholarship Chairs.** Any ranked faculty member serving in an elected position shall be permitted to resign from that position (but is not required to do so) if he/she is appointed to a Scholarship Chair.
- 5.7.4.3 **Other Reasons for Resignations.** Any Community of Educators member wishing to resign from any elected position for reasons other than the ones listed above must secure permission to do so from the Provost.
- 5.7.5 **Filling Unexpired Terms and Temporarily Vacated Positions.** These policies apply to all elections under the jurisdiction of both the Community of Educators and the Ranked Faculty Meeting. Whenever policy calls for an elected replacement for a vacated Senate position, the person elected will serve the remainder of the term of the vacated position.
- 5.7.5.1 **Community of Educators Vice Chair and Chair**
- If the position of Community of Educators Vice Chair is vacated for more than one semester (due to resignation or termination at the College), the Office of the Provost will conduct a special election to fill that position. If the position of Community of Educators Vice Chair is vacated for one semester or less (e.g., due to a one-semester sabbatical), no replacement will be elected or named.
 - If the position of Community of Educators Chair is vacated for one semester or less (e.g., due to a one-semester sabbatical), the Community of Educators Vice Chair shall assume the functions of Community of Educators Chair in the Chair’s absence. Despite assuming the Chair’s functions for as long as one semester, the Community of Educators Vice Chair shall become the Community of Educators Chair the following academic year.
 - If the position of Community of Educators Chair is vacated for the entire year (e.g., due to a year-long sabbatical), the Community of Educators Vice Chair shall assume the position of Community of Educators Chair. A special election shall be conducted to fill the position of Community of Educators Vice

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

Chair, who would become the Community of Educators Chair the following academic year.

5.7.5.2 Ranked Faculty Vice Chair, Chair and immediate past Ranked Faculty Chair

- a. If the position of Ranked Faculty Vice Chair is vacated for more than one full semester (e.g., due to resignation or termination at the College), the Office of the Provost shall conduct a special election to fill that position. If the position of Ranked Faculty Vice Chair is vacated for one semester or less (e.g., due to a one-semester sabbatical), no replacement shall be elected or named.
- b. If the position of Ranked Faculty Chair is vacated for one semester or less (e.g., due to a one-semester sabbatical), the Ranked Faculty Vice Chair shall assume the functions of Ranked Faculty Chair in the Chair's absence. Despite assuming the Chair's functions for as long as one semester, the Ranked Faculty Vice Chair shall become the Ranked Faculty Chair the following academic year.
- c. If the position of Ranked Faculty Chair is vacated for the entire year (e.g., due to a year-long sabbatical), the Ranked Faculty Vice Chair shall assume the position of Ranked Faculty Chair. A special election shall be conducted to fill the position of Ranked Faculty Vice Chair, who would become the Ranked Faculty Chair the following academic year.
- d. If the position of immediate past-Ranked Faculty Chair is vacated, no replacement shall be elected or named.

5.7.5.3 Community of Educators Senators. When a continuing Community of Educators Senator is elected Community of Educators Vice Chair, an election will be conducted to replace the vacated position. The newly elected senator will serve the remainder of the term.

5.7.5.4 Other Elected Positions

- a. When an elected position is vacated for the remainder of a term (via resignation, termination from the College, etc.), and the remainder of that term is more than one full semester, the Office of the Provost will conduct a special election to complete that term.
- b. When an elected position is vacated for the remainder of a term (via resignation, termination at the College, etc.), and the remainder of that term is one semester or less, a replacement to complete that term will be appointed from eligible candidates by the following groups: Ranked Faculty committees—Ranked Faculty Affairs Committee; Community of Educators positions—Community of Educators Senate Steering Committee. No Community of Educators member will be required to accept an assignment to complete another person's term.
- c. When an elected position is vacated temporarily (for one semester or less), the Office of the Provost will select a temporary replacement among the eligible candidates. No Community of Educators member will be required to accept a temporary replacement assignment.

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

5.8 EDUCATOR COMMITTEE APPOINTMENT POLICIES

5.8.1 **Appointed positions** are the various campus committee positions that are appointed by the Community of Educators Senate Steering Committee and confirmed by the Community of Educators Senate.

5.8.1.1 Admissions and Financial Aid Committee

- a. Two non-administrative faculty members, staggered two-year terms

5.8.1.2 Awards and Recognition Committee

- a. One ranked faculty member, two-year term
- b. One cocurricular educator, two-year term

5.8.1.3 Boyer Center Campus Advisory Committee

- a. Two faculty members, staggered two-year terms
- b. One cocurricular educator, two-year term

5.8.1.4 Campus Community Committee

- a. Three members of the Community of Educators, staggered three-year terms

5.8.1.5 Community Involvement Advisory Committee

- a. Two ranked faculty members, staggered two-year terms

5.8.1.6 Community Standards Committee

- a. Two Community of Educators members who are not ranked faculty, staggered two-year terms
- b. Two ranked faculty members, staggered two-year terms

5.8.1.7 First Year Experience Committee

- a. One librarian, three-year term
- b. One ranked faculty member, three-year term

5.8.1.8 Gender Concerns Committee

- a. Two members of the Community of Educators, one of whom must be a faculty member, staggered two-year terms

5.8.1.9 General Education Committee

- a. Four ranked faculty members, one from each cluster, staggered two-year terms
- b. One cocurricular educator, two-year term

5.8.1.10 Library Committee

- a. One librarian, two-year term
- b. Four ranked faculty members, one from each academic department cluster, staggered two-year terms

5.8.1.11 Pre-Health Professions Advising Committee

- a. One ranked faculty member from outside the Departments of Biological Sciences and Chemistry and Biochemistry, two-year term

5.8.1.12 Religion and Society Lecture Series Committee

- a. One faculty member from outside the Departments of Biblical and Religious Studies, History, and Politics, two-year term

5.8.1.13 Senior Year Experience Committee

- a. Two ranked faculty, who teach or have taught senior capstone courses, staggered two-year terms

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

- 5.8.2 **Appointment and Confirmation Process for Appointed Positions.** These policies apply to all appointed committee positions under the jurisdiction of both the Community of Educators and the Ranked Faculty Meeting.
- 5.8.2.1 Appointment-Making Body. Educator appointments to campus committees will be made by the Community of Educators Senate Steering Committee.
- 5.8.2.2 Appointment Considerations. In order to determine Community of Educators members' committee preferences, the Community of Educators Senate Steering Committee shall send a memorandum to all Community of Educators members asking them to register their preferred campus committee assignment(s).
- The Community of Educators Senate Steering Committee shall attempt to assign Community of Educators members to their preferred committees, although it shall consider other factors (e.g., perceived expertise, departmental representation, and gender balance) as it makes appointments.
 - All ranked faculty members who are not exempt from committee service on the basis of sabbatical, leave, or appointment to a Scholarship Chair should expect to serve on one campus committee each academic year, either in an elected position or in an appointed position.
 - Community of Educators members may serve in an appointed position on two different campus committees, but no faculty member is required to do so.
 - A Community of Educators member serving in an appointed committee position may serve a maximum of two consecutive terms in that position.
- 5.8.2.3 Appealing Preliminary Committee Assignments. Once the Community of Educators Senate Steering Committee has made preliminary committee assignments, a list of these assignments shall be distributed to the Community of Educators members. Community of Educators members shall have one week to register appeals regarding preliminary committee assignments. These appeals must be in writing, and must be returned to the Community of Educators Chair (i.e., the chair of the Community of Educators Senate Steering Committee) by the date specified. The Community of Educators Senate Steering Committee shall consider all written appeals at its next meeting and shall prepare the final lists of committee for confirmation by the Community of Educators Senate.
- 5.8.2.4 Confirmation by the Community of Educators Senate. The Community of Educators Senate shall vote on its list of committee appointments. Senators may vote "yes" or "no" on the list of appointments, but no amendments to the list shall be accepted from the floor.
- 5.8.2.5 Appealing Confirmed Committee Appointments. Any Community of Educators member wishing to appeal his/her faculty appointment to a campus committee must do so in writing to the Provost by May 15.
- 5.8.3 **Resigning from Appointed Positions**

COMMUNITY OF EDUCATORS HANDBOOK

Section 5: College-Wide Policies for Elections and Committee Appointments

- 5.8.3.1 Sabbaticals, Leaves, and Scholarship Chairs. Any member serving in an appointed position must notify the Community of Educators Senate Steering Committee if he/she is unable to fulfill the duties of that position for a period of one semester or more (due to leave, sabbatical, or appointment to a Scholarship Chair).
- 5.8.3.2 Elected Offices and Elected Committee Positions Any member who has been elected to fill an elected position may resign from an appointed position on a campus committee if the appointed position runs concurrently with the elected position.
- 5.8.3.3 Other Reasons for Resignations. Anyone wishing to resign from an appointed position for reasons other than those identified above must secure permission to do so from the Provost.
- 5.8.4 **Filling Vacated Positions**
- 5.8.4.1 One-Semester Vacancies. In cases in which an appointed position to a campus committee is vacated for only one semester, the Community of Educators Senate Steering Committee shall consult with the chair of the campus committee to determine if a replacement is needed. If a replacement is needed for that semester, the Community of Educators Senate Steering Committee shall name a replacement for that semester from the appropriate educator group or ranked faculty cluster.
- 5.8.4.2 Longer Vacancies. In cases in which an appointed position to a campus committee is vacated for a period longer than one semester, the Community of Educators Senate Steering Committee shall name a replacement to complete the term of the former position holder. This appointment must come from appropriate educator group or ranked faculty cluster.