COE Handbook: Section Five

University-Wide Policies for Elections and Committee Appointments

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PART I: GENERAL PRINCIPLES FOR CAMPUS ELECTIONS

The following constitute general principles for Messiah University'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 which are listed in "PART II: Elected Positions".

A. Election Implementation

All elections shall be conducted by the Office of the Provost. For reasons of efficiency and anonymity, elections shall be conducted electronically.

B. Withdrawal from Elections

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.

C. Other Principles

1. Employees shall not serve in more than one elected position.
2. A given person shall not be eligible to serve in a particular elected position more than two consecutive terms.

PART II: ELECTED POSITIONS

A. 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 Arts, Culture, and Society representatives	1 for every 7	Three Years
School of Science, Engineering, and Health representatives	1 for every 7	Three Years
School of Graduate and Professional Studies representatives	1 for every 7	Three Years
Librarian representative	1 for every 7	Three Years

Curricular Administrator representatives	1 for every 7	Three Years
Cocurricular Educators representatives	1 for every 7	Three Years

B. Community of Educators Senate Steering Committee

Position	Number	Standard Term
Secretary	1	One Year
Ranked Faculty Member at-large	1	One Year
Non-Ranked Faculty Member at-large	1	One Year

C. 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
Undergraduate Faculty Cluster 1 representative from Term-Tenure or Clinical Track Faculty	1	Two Years
Undergraduate Faculty Cluster 2 representative from Term-Tenure or Clinical Track Faculty	1	Two Years
Undergraduate Faculty Cluster 3 representative from Term-Tenure or Clinical Track Faculty	1	Two Years
Undergraduate Faculty Cluster 4 representative from Term-Tenure or Clinical Track Faculty	1	Two Years
Graduate Faculty Cluster representative from Term-Tenure or Clinical Track Faculty	1	Two Years
Lecturer representative	1	Two Years

D. Term Tenure and Promotion Committee

Position	Number	Standard Term
Undergraduate Faculty Cluster 1	1	Three Years
Undergraduate Faculty Cluster 2	1	Three Years
Undergraduate Faculty Cluster 3	1	Three Years
Undergraduate Faculty Cluster 4	1	Three Years
Graduate Faculty Cluster representative	1	Three Years

E. Undergraduate Academic Council

Position	Number	Standard Term
Department Chair positions	2, from different UG faculty clusters	Two Years
UG Ranked Faculty positions	2, from different UG faculty clusters and from different UG faculty clusters than the Chairs	Two Years

F. Graduate Council

Position	Number	Standard Term
Graduate Program Director or Program Coordinator position	1	Two Years
Graduate Ranked Faculty position	1	Two Years

G. Cocurricular Education Council

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

H. Scholarship and Development Committee

Position	Number	Standard Term
Undergraduate Faculty Cluster 1 representative	1	Two Years
Undergraduate Faculty Cluster 2 representative	1	Two Years
Undergraduate Faculty Cluster 3 representative	1	Two Years
Undergraduate Faculty Cluster 4 representative	1	Two Years
Graduate Faculty Cluster representative	1	Two Years

I. University Personnel Committee

Position	Number	Standard Term
Staff Employee representatives	2	Two Years
Administrative Employee representatives	2	Two Years

PART III: ORDER OF ELECTIONS

A. Vice Chair of Community of Educators

B. Vice Chair of Ranked Faculty Meeting

C. Term Tenure and Promotion Committee positions

D. Ranked Faculty Affairs Committee

E. Scholarship and Development Committee positions

F. Community of Educators Senate

1. Schools' Senators (from three different schools)
2. Librarians' Senator
3. Curricular Administrators' Senators
4. Cocurricular Educators' Senators

G. Community of Educators Senate Steering Committee
1. Secretary
2. Ranked Faculty Member at-large
3. Non-Ranked Faculty Member at-large

H. Undergraduate Academic Council
1. Department Chair Position(s)
2. UG Ranked Faculty Position(s)

I. Graduate Council
1. Graduate Program Director or Program Coordinator
2. One Non-Program Director or Program Coordinator Graduate Ranked Faculty

J. Cocurricular Education Council
1. Faculty position
2. Cocurricular Educator position

K. Secretary of the Ranked Faculty Meeting

L. University Personnel Committee
1. Staff employee representative
2. Administrative employee representative

PART IV: 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 Promotion Committee positions	Associate or Full Professors	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
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 representative 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
Cocurricular Educator representative to Community of Educators Senate	Cocurricular Educators	Community of Educators Senate, approved by Provost and President
Community of Educators Senate Secretary	Returning Community of Educators Senators	Community of Educators Senate, approved by the Provost and the President
Community of Educators Senate Steering Committee, Ranked Faculty Member at-large	Returning Community of Educators Senators who are Ranked Faculty Members	Community of Educators Senate, approved by the Provost and the President

Annual Order of Elections	Who is eligible to be elected?	Who has the authority to alter eligibility for candidacy?
Community of Educators Senate Steering Committee, Non-Ranked Faculty Member at-large	Returning Community of Educators Senators who are not Ranked Faculty Members	Community of Educators Senate, approved by the Provost and the President
Undergraduate Academic Council, Department Chair position(s)	Department Chairs	Community of Educators Senate, approved by Provost and President
Undergraduate Academic Council, Ranked Faculty position(s)	UG Term-Tenure Track or Clinical Track Faculty and Lecturers who are not Department Chairs	Community of Educators Senate, approved by Provost and President
Graduate Council, Graduate Program Director or Program Coordinator position	Graduate Program Directors and Program Coordinators	Community of Educators Senate, approved by Provost and President
Graduate Council, Graduate Ranked Faculty position	Graduate Ranked Faculty Members who are not Program Directors or Program Coordinators	Community of Educators Senate, approved by Provost and President
Cocurricular Education Council, Faculty position	Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians	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
Ranked Faculty Meeting Secretary	Term-Tenure Track or Clinical Track Faculty and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Administrative Employee representative to University Personnel Committee	Administrative employees	University Council, approved by Provost, relevant Vice President(s) and President
Staff Employee representative to University Personnel Committee	Staff employees	University Council, approved by Provost, relevant Vice President(s), and President

PART V: 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
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
Cocurricular Educator representatives to Community of Educators Senate	Cocurricular Educators	Community of Educators Senate, approved by Provost and President
Community of Educators Senate Secretary	Newly elected and continuing Community of Educators Senators	Community of Educators Senate, approved by Provost and President
Community of Educators Senate Steering Committee, Ranked Faculty Member at-large	Newly elected and continuing Community of Educators Senators	Community of Educators Senate, approved by Provost and President
Community of Educators Senate Steering Committee, Non-Ranked Faculty Member at-large	Community of Educators Senators	Community of Educators Senate, approved by Provost and President

Undergraduate Academic Council, Department Chair position(s)	UG Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Undergraduate Academic Council, Ranked Faculty position(s)	UG Term-Tenure Track or Clinical Track Faculty, Lecturers, Librarians, Curricular Administrators	Community of Educators Senate, approved by Provost and President
Graduate Council, Graduate Program Director, or Program Coordinator position	Term-Tenure Track or Clinical Track faculty, and Lecturers with a primary appointment in the School of Graduate and Professional Studies	Community of Educators Senate, approved by the Provost and President
Graduate Council, Ranked Faculty Position	Term-Tenure Track or Clinical Track faculty, and Lecturers with a primary appointment in the School of Graduate and Professional Studies	Community of Educators Senate, approved by the 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
Ranked Faculty Meeting Secretary	Term-Tenure Track or Clinical Track and Lecturers	Ranked Faculty Meeting, approved by Provost and President
Administrative Employee representatives to University Personnel Committee	Administrative employees	University Council, approved by Provost, relevant Vice President(s) and President
Staff Employee representatives to University Personnel Committee	Staff employees	University Council, approved by Provost, relevant Vice President(s) and President

PART VI: DEVELOPING SECONDARY ELECTION POLICIES AND IMPLEMENTING ELECTIONS

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

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

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

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, 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
School representatives 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
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
Community of Educators Senate Steering Committee Positions	Community of Educators Senate	Office of the Provost
Undergraduate Academic Council, Department Chair positions	Community of Educators Senate	Office of the Provost
Undergraduate Academic Council, Ranked Faculty positions	Community of Educators Senate	Office of the Provost
Graduate Council, Graduate Program Director, or Program Coordinator position	Community of Educators Senate	Office of the Provost

Graduate Council, Graduate Program Director, or Program Coordinator position	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
Ranked Faculty Meeting Secretary	Ranked Faculty Meeting	Office of the Provost
Administrative Employee representatives on University Personnel Committee	University Council	Office of the Provost
Staff Employee representatives on University Personnel Committee	University Council	Office of the Provost

PART VII: SECONDARY ELECTION POLICIES FOR EDUCATORS

A. 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.

  1. *Community of Educators Vice Chair*
  All Community of Educators members, including Community of Educators Senators, are eligible for election to the position of Community of Educators Vice Chair except for:
  a. the current Community of Educators Vice Chair
  b. the current Community of Educators Chair
  c. the current Ranked Faculty Vice Chair
  d. the current Ranked Faculty Chair
  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)
  f. Members of Provost's Cabinet

  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. the Community of Educators Vice Chair-elect

b. the current Community of Educators Vice Chair

c. the Ranked Faculty Vice Chair-elect

d. the current Ranked Faculty Vice Chair

e. the current Ranked Faculty Chair

f. 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)

g. Community of Educators members serving in elected positions whose terms are continuing

h. Members of Provost's Cabinet

3. Other Elected Positions to Community of Educators Committees
There are three Community of Educators standing committees that include elected positions (Undergraduate Academic Council, Graduate Council, and Cocurricular Education Council). All Community of Educators members are eligible for election to positions on these committees (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

c. the current Ranked Faculty Vice Chair

d. the current Ranked Faculty Chair

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)

f. Community of Educators members serving in elected positions whose terms are continuing

g. Members of Provost's Cabinet

B. 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.

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. the Community of Educators Vice Chair-elect

b. the current Community of Educators Vice Chair

c. the current Community of Educators Chair

d. the current Ranked Faculty Vice Chair

e. the current Ranked Faculty Chair

f. the immediate past-Ranked Faculty Chair

g. 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)

h. Members of Provost's Cabinet

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

b. the current Community of Educators Vice Chair

c. the Ranked Faculty Vice Chair-elect

d. the current Ranked Faculty Vice Chair

e. the current Ranked Faculty Chair

f. Faculty members scheduled to be on sabbatical or leave for at least one semester during the upcoming academic year

g. Ranked faculty members serving in elected positions whose terms are continuing

h. Members of Provost's Cabinet

3. ***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 Scholarship and Development Committee). All ranked faculty members, including Community of Educators Senators, are eligible for election to positions on these committee (provided they qualify according to cluster or rank and position) with the following exceptions:

a. the Community of Educators Vice Chair-elect

b. the current Community of Educators Vice Chair

c. the Ranked Faculty Vice Chair-elect

d. the current Ranked Faculty Vice Chair

e. the current Ranked Faculty Chair

f. 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)

g. Ranked faculty members serving in elected positions on the Ranked Faculty Affairs Committee or the Scholarship and Development Committee whose terms are continuing may be elected to the Term Tenure and Promotion Committee but will otherwise complete their term on the Ranked Faculty Affairs Committee or Scholarship and Development Committee

h. Members of Provost's Cabinet.

C. The Election Process for Elected Positions
These policies apply to all elections under the jurisdiction of the Community of Educators or the Ranked Faculty Meeting.

1. ***Withdrawing Names from Consideration***
In November, each member of the Community of Educators will receive an electronic form listing open positions for the upcoming year. Any Community of Educators member wishing to withdraw their name from consideration for certain elected positions may indicate this on the form.

a. If a person does not complete the electronic form by the specified date, the assumption will be that they are willing to serve in any of the elected positions listed for which they are 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. All ranked faculty who are eligible must let their names stand for the Term Tenure and Promotion Committee election with the exception of the Community of Educators Senate Vice Chair, Community of Educators Vice Chair-elect, Ranked Faculty Meeting Chair, Ranked Faculty Meeting Vice Chair, Ranked Faculty Meeting Vice Chair-elect, and continuing members of the Term Tenure and Promotion Committee. 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. If a ranked faculty member serving in an elected position whose term is continuing is elected to the Term Tenure and Promotion Committee, their name will be removed from the other elected position and replaced via election.

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.

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.

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. In the case of elections for the Vice Chair of Community of Educators and the Vice Chair of the Ranked Faculty, voters may nominate as many as six persons.

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, and Ranked Faculty Secretary 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 three persons who received the most nominations if one individual is to be elected
      (2) the six persons who received the most nominations if two individuals are to be elected

(3) the eight persons who received the most nominations if three or more individuals are to be elected

c. The election slates for the positions on the Undergraduate Academic Council, Graduate 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 eight.

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 their first choice to their 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.

7. *Proceeding to the Next Election*

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.

D. Resigning from Elected Positions

These policies apply to all elections under the jurisdiction of both the Community of Educators and the Ranked Faculty Meeting.

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, they are unable to fulfill the duties of that position for a period longer than one full semester.

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 they are appointed to a Scholarship Chair.

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.

E. Unexpired Terms and Temporarily Vacated Positions

These policies apply to all elections under the jurisdiction of the Community of Educators or 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.

1. ***Community of Educators Vice Chair***

    Since the Community of Educators Vice Chair is elected to a two-year term, it is expected that they will complete this term, transitioning from Vice Chair to Chair in the second year. Should intervening circumstances prevent the Vice Chair from fulfilling the duties of the office or from completing the first year of the term, the Chair should be promptly notified.

    a. If the position of Vice Chair is or will be vacated for one semester or less (e.g., due to a one-semester sabbatical or leave of absence), members of the Steering Committee will assume the duties of the Vice Chair on an as-needed basis until the elected Vice Chair can resume their duties.

    b. If the position of Community of Educators Vice Chair is or will be vacated for a period longer than one full semester (e.g., due to resignation or termination from the University; taking on an administrative assignment that would preclude eligibility for Senate positions; a two-semester sabbatical or other leave of absence), the educator serving as Vice Chair must resign from that position and a special election shall be conducted, according to the criteria outlined above, to fill the position of Community of Educators Vice Chair. The educator who is elected Vice Chair of the Community of Educators by special election, assumes the position of Vice Chair immediately and then subsequently becomes the Community of Educators Chair the following academic year.

2. ***Community of Educators Chair***

    Should intervening circumstances prevent the Chair from fulfilling the duties of the office or from completing the second year of the elected term, the Vice Chair should be promptly notified.

    a. If the position of Community of Educators Chair is or will be vacated for <u>one semester or less</u> (e.g., due to a one-semester sabbatical or leave of absence) the Community of Educators Vice Chair shall assume the functions of Community of Educators Chair and members of the Steering Committee will assume the duties of the Vice Chair on an as-needed basis until the elected Chair and Vice Chair can resume their duties. 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.

b. If the position of Community of Educators Chair is or will be vacated for a period <u>longer than one full semester</u> (e.g., due to resignation or termination from the University; taking on an administrative assignment that would preclude eligibility for Senate positions; a two-semester sabbatical or other leave of absence), the Community of Educators Vice Chair shall assume the position of Community of Educators Chair and a special election shall be conducted, according to the criteria outlined above, to fill the position of Community of Educators Vice Chair. The educator who is elected Vice Chair of the Community of Educators by special election, assumes the position of Vice Chair immediately and then subsequently becomes the Community of Educators Chair the following academic year.

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.

4. *Other Elected Positions*
a. When an elected position is vacated for the remainder of a term (via resignation, termination from the University, 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 University, 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.

PART VIII: EDUCATOR COMMITTEE APPOINTMENT POLICIES

A. Appointed Positions
Appointed positions are the various campus committee positions that are appointed by the Community of Educators Senate Steering Committee.

1. *Awards and Recognition Committee*
a. One ranked faculty member, two-year term
b. One cocurricular educator, two-year term

2. *Community Engagement Committee*
a. Two ranked faculty members, one from each school, staggered two-year terms

3. 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

4. Educational Technology Committee
  a. Four ranked faculty members, one from each undergraduate faculty cluster (excluding the Department of Computing, Mathematics and Physics), staggered three-year terms
  b. One ranked faculty member from the graduate faculty cluster, three-year term

5. First Year Experience Committee
  a. One librarian, three-year term
  b. One ranked faculty member, three-year term

6. Gender Concerns Committee
  a. One ranked faculty member, three-year term
  b. One educator from the division of Student Success and Engagement, three-year term
  c. One member of the Community of Educators, three-year term

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

8. Library Committee
  a. Four ranked faculty members, one from each undergraduate faculty cluster, staggered two-year terms
  b. One ranked faculty member from the graduate faculty cluster, two-year term

9. Pre-Health Professions Advising Committee
  a. One ranked faculty member from outside the Departments of Biological Sciences and Chemistry and Biochemistry, two-year term

B. Appointment Process for Appointed Positions
The following process applies to all appointments made by the Community of Educators Steering Committee.

1. Compilation of Committee Positions to be Filled
In early March, the Provost's Office shall compile a list of committee positions that call for COE Steering Committee appointments for the next academic year.

2. Gathering Nominations and Self-Nominations
In mid-March, the Provost's Office shall send Qualtrics surveys to the entities identified below, asking for nominations and self-nominations for possible appointment to the open committee positions.

The surveys, which will be due approximately one week after they are sent out, will enable those who receive them to offer nominations for particular committee positions, as well as offer rationales for those particular nominations. The surveys will be set up in such a way as to enable to the COE Steering Committee to see who made the nominations:

a. School Deans

b. Undergraduate Department Chairs and Graduate Program Directors

c. Directors of all divisions in Student Success and Engagement

d. Chairs of the COE committees that have openings

e. All members of the COE

3. Steering Committee Ranking Process

In the first half of April, the COE Steering Committee shall compile a ranked list of possible appointees for each open position:

a. The Steering Committee shall draw on names they have received from the nomination process outlined above, and it shall also consult a list (compiled by the Provost's Office) of eligible educators for each open position.

b. The Steering Committee shall identify three educators, in priority order, for each of the committee position that needs to be filled, keeping in mind the following considerations:

(1) the need for diverse perspectives on committees;

(2) the need for sufficient expertise on committees;

(3) the benefit of having engaged committee members;

(4) the need to distribute educator workload and institutional service in an equitable manner;

(5) the term-limit rule stated below.

c. If two like positions on a given committee need to be filled, the Steering Committee shall identify at least four educators in priority order.

d. Term limits: a COE member serving in an appointed committee position may serve no more than two consecutive terms in that position.

4. Notifying Appointees of Their Appointments

Beginning around April 20, the Provost's Office shall notify top-choice nominees that they have been appointed to a particular committee position. The notification letter shall be signed by the Chair of the Community of Educators. The assumption shall be that the nominee will accept the committee appointment unless they contact the COE Chair by the stated deadline to decline the appointment. If the appointment is declined, the Provost's Office/COE Chair shall contact the second-choice nominee, etc., until the position is filled.

5. Communicating Appointments to the Community of Educators

Once the list of committee appointments is finalized, the Provost's Office shall send the list of appointments to all COE members for informational purposes.

C. Resigning from Appointed Positions

1. Sabbaticals, Leaves, and Scholarship Chairs

Any member serving in an appointed position must notify the Community of Educators Senate Steering Committee if they are 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).

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.

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.

D. Filling Vacated Positions

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 faculty cluster.

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 faculty cluster.