

**UNIVERSITY SENATE**  
**APPORTIONMENT and ELECTION PROCEDURES**  
**as submitted by College Deans and University Librarian**  
**December 1, 2012**

**II. Section 2.A.3. Election Process.** The faculty of each College and the Library shall determine a constituency and an election procedure for each elected faculty senator position apportioned to their respective academic unit, subject to the eligibility criteria and term of service specified in II. Section 1.A.2 and the voting eligibility criteria specified in II. Section 2.A.1. College Deans and the University Librarian shall ensure that (1) the aforementioned election procedure and specification of the constituencies from their respective academic unit are submitted in writing to the Executive Committee no later than December 1 and (2) the elections within their unit are implemented according to unit procedures and the results are reported to the Executive Committee no later than February 1. These procedures and results shall be archived in an appropriate format. The Executive Committee shall announce the results of the College and Library Elections to the University Community no later than February 6.

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**COLLEGE OF ARTS & SCIENCES**

**TO:** Executive Committee of the Senate  
**FROM:** Kenneth J. Procter, Dean, College of Arts and Sciences  
**SUBJECT:** Senate Apportionment and Election Procedures

Once the College of Arts and Sciences is notified of the number of senate seats apportioned for the College, the seats are allocated to the departments. First, a single senate seat is allocated to each department. The departments are ranked from largest to smallest based on the number of Core Of Instruction within the department. An additional seat is allocated to the departments starting from the largest to the smallest until the remaining seats are allocated. Departments elect the required number of senators based on that apportionment. Each individual department holds its own election based on its departmental procedures.

**COLLEGE OF BUSINESS**

**To:** Executive Committee of the Senate  
**From:** Dale Young, Interim Dean, College of Business  
**Subject:** Senator Elections and Apportionment

The College of Business currently appoints one senate seat per department for our five senate seats. Individual departments elect a senator. The outcome of the departmental election is reported back to the rest of the faculty in the CoB.

***From our By Laws: ELECTION OF SENATORS***

The College of Business is apportioned senate seats by the University Senate. The assignment of those seats across the college is made by the Strategic Management Committee.


## **COLLEGE OF EDUCATION**

**To:** Executive Committee of the Senate  
**From:** Jane Hinson, Dean, College of Education  
**Subject:** Senate Elections and Apportionment

In the College of Education each of the three departments is represented by one member of the faculty who serves on the senate. In addition, the CoE has representatives who serve in at-large positions. As vacancies occur in any of these positions, eligible nominees are confirmed by the CoE Committee on Committees. This committee conducts an election to fill vacant senate seats at the January CoE meeting.

## **COLLEGE OF HEALTH SCIENCES**

**To:** Dr. Catherine Whelan, Chair  
GCSU University Senate

**From:** Dr. Sandra K. Gangstead, Dean   
College of Health Sciences

**c:** Debby MacMillan, COHS University Senate Representative

**Re:** University Senate Nomination/Election Procedure for the  
College of Health Sciences November 30, 2012

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### **The following procedure will be used for the elections of Senators for the College of Health.**

1. After determining the number of Senators to be elected for the COHS; a general announcement will be made at the Fall COHS Business meeting to inform the faculties about the upcoming election.
2. The Dean's office will compile a list of eligible faculty.
3. All faculties on the list will be asked if they are willing to serve.
4. A ballot will be compiled of all eligible faculties who indicated that they are willing to serve.
5. Email notification of ballot web link will be sent to the COHS list serve with specific deadlines and dates.

## **LIBRARY**

No submission required as no election is necessary for the Library this year.