

**To:** Dr. Joe Mocnik, Director of Libraries  
**From:** The Executive Committee of the University Senate  
**Date:** October 5, 2012  
**Re:** Election of University Senators

### **University Senate Election Procedures**

It is time to consider the election of *elected faculty senators* within your academic unit (college or the library). As dean of your unit, you are responsible for ensuring that the election procedures for your academic unit are followed and that they conform to the following requirements:

1. The faculty of your academic unit (college, library) shall determine a constituency and an election procedure for each *elected faculty senator* position apportioned to your academic unit, subject to the term of service (three years), eligibility criteria (see item 1.A), and the voting eligibility criteria (see item 1.B).
  - A. The eligibility requirements for an *elected faculty senator* are
    - i. membership in the Corps of Instruction and
    - ii. the completion of at least two years of service at the university at the time her/his term of service begins. The term of service begins with the call to order of the spring organizational meeting of the University Senate. *Note: Given that this organizational meeting is scheduled for April 26, 2013, effectively, a faculty member must be in **at least a third year** of service at the university to meet eligibility requirement in 1.A.ii.*
  - B. For each *elected faculty senator* position, only the corps of instruction faculty who are members of the constituency (determined by the faculty) of the position are eligible to vote in the election to fill that position.
2. The apportionment (constituencies determined by the faculty) and the election procedure for each *elected faculty senator* position in the academic unit (college, library) shall be provided to the Executive Committee of the University Senate ([senate@gcsu.edu](mailto:senate@gcsu.edu)) by the dean of the academic unit no later than **December 1, 2012**.
3. Election results and notification that the academic unit election procedure was followed shall be provided to the Executive Committee ([senate@gcsu.edu](mailto:senate@gcsu.edu)) by the dean of the academic unit no later than **February 1, 2013**.

### **Details about the elected faculty senators apportioned to your academic unit**

- The **total number** of senators apportioned this year to your unit is: **2**
- The number of apportioned faculty senators to be elected to **three-year term** is: **0**
- The elected faculty senators representing the Library (Josh Kitchens and Benjamin Davis) have terms extending beyond April 2013 (April 2014 and April 2015, respectively).

### **Consultations with ECUS**

A representative of ECUS will contact you to review relevant university senate bylaws and apportionment information. If we can be of any assistance to you, please do not hesitate to contact us via email at [senate@gcsu.edu](mailto:senate@gcsu.edu). For your convenience, we have attached relevant documents to this memo, as described on the following page.

Cordially,  
**The 2012-2013 Executive Committee of the University Senate**

## **The 2012-2013 Executive Committee of the University Senate**

Dr. Catherine Whelan (CoB, Chair of Accounting),

*Presiding Officer of the University Senate and Chair of ECUS*

Dr. Lyndall Muschell (CoE, Professor of Early Childhood Education),

*Presiding Officer-Elect of the University Senate and Vice-Chair of ECUS*

Dr. Craig Turner (CoAS, Professor of Mathematics),

*Secretary of the University Senate and Secretary of ECUS*

Dr. Jan Hoffman-Clark (CoAS, Associate Professor of Rhetoric),

*Past Chair of ECUS and Presiding Officer of the 2011-2012 University Senate*

Dr. Debby MacMillan (CoHS, Assistant Professor of Nursing)

Joshua Kitchens (Library and Instructional Technology Center, Archivist)

Dr. Matthew Liao-Troth (Interim Provost and Vice President of Academic Affairs)

Dr. Steve Dorman (President of the University)

## **Relevant Documents**

**Appendix A: The Corps of Instruction List.** Membership in the Corps of Instruction is an eligibility requirement for voting and candidacy for *elected faculty senator* positions.

**Appendix B: 2012-2013 Apportionment Report.** The apportionment report is based on the Corps of Instruction list and uses the Huntington-Hill method of apportionment (the method used by the United States Congress) to apportion 34 of the 37 *elected faculty positions* on the University Senate to the colleges and the library. The number of *elected faculty senators* apportioned this year to each of the colleges and the library is indicated on the chart and did not change from the numbers that resulted from last year's apportionment.

**Appendix C: 2012-2013 Elected Faculty Senator (EFS) Elections Fact Sheet.** This document provides the names of the *elected faculty senators* with terms ending in April 2013, the names of *elected faculty senators* who are continuing on university senate, and *elected faculty senator* details such as term of service, voting eligibility, candidacy eligibility, election procedure requirements, and deadlines for deans. All this information on one page, can you believe it!! We encourage you to provide this resource to all faculty in your academic unit, particularly those who are to facilitate elections for an *elected faculty senator* position.

**Appendix D: Election Calendar 2012-2013.** This document summarizes the timelines for all elections/selections of voting members of the university senate including *elected faculty senators*, selected staff senators, selected student senators, and Presidential Appointees. The most relevant information on this page for you is that colleges and the library provide the Executive Committee of the University Senate their election process and constituency designations by **December 1, 2012** and of their election results by **February 1, 2013**.

**Appendix E: Board of Regent Policy and University Senate Bylaws.** This document includes both the BoR Policy pertaining to the Corps of Instruction and the University Senate Bylaws pertaining to terms of service, eligibility criteria, apportionment, voting eligibility, and election process requirements for *elected faculty senator* positions.