

**University Senate Election Procedures of Academic Units  
as submitted by  
College Deans and the University Librarian  
January 9, 2018**

## **RELEVANT UNIVERSITY SENATE BYLAW**

II.Section2.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.Section1.A.2 and the voting eligibility criteria specified in II.Section2.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 AND SCIENCES**

**University Senate Election Procedures of College of Arts & Sciences  
January 9, 2018**

Relevant Bylaw

II.Section2.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.Section1.A.2 and the voting eligibility criteria specified in II.Section2.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

**FROM:** Ken McGill

**TO:** Alex E. Blazer

**SUBJECT:** CoAS Election Procedures

All departments in the College of Arts and Sciences will elect the necessary senators to replace the senators with terms that end Spring 2018 in accordance with their department policies. Apportionment in the College is based in the number of department faculty as follows. Each department is allocated 1 senator. Another senator is allocated to larger department in order of number of faculty until the total match the senate apportionment for the academic year.

FY18 Apportionment			
	# Faculty		
Government and Sociology	27	1	1
Biological and Environmental Sciences	26	1	1
English and Rhetoric	25	1	1
Chemistry, Physics and Astronomy	19	1	1
Mathematics	18	1	
History and Geography	13	1	
Modern Languages and Cultures	12	1	
Psychology	12	1	
Art	12	1	
Music	10	1	
Mass Communication	9	1	
Philosophy and Liberal Studies	9	1	
Theatre and Dance	8	1	
Total=	200	13	4
Apportionment=		17	

Thank you.

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## COLLEGE OF BUSINESS

### ***From the CoB 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.*

The College of Business will allocate senate seats as follows for AY19:

Department of Management, Marketing, and Logistics = 2

Department of Accounting = 1

Department of Information Systems and Computer Science = 1

Department of Economics and Finance = 1

College of Business At-large = 1

Individual departments elect their senators. The outcome of each the departmental election is reported back to the faculty at which time the College of Business as a whole will nominate/elect the at-large senator.

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## COLLEGE OF EDUCATION

Alex,

We have four senators assigned to the College of Education. We have one continuing in Teacher Education (Nicole DeClouette) and one continuing in Professional Learning and Innovation (Linda Bradley). Therefore, we will elect one senator from Teacher Education and one from Professional Learning and Innovation (replacing Lyndall Muschell and Joanne Previts who cycle off in April 2018). We will hold an election at our January 19<sup>th</sup> 2018 College meeting to nominate and vote for the two senators. We will also be sure that the elected senators are in the core of instruction and will have had two years of service by the fall semester that they are to begin.

I am copying our current Senators on this email to be sure they are in agreement with the apportionment and process.

I am also copying the COE Purpose & Direction Committee (a.k.a. COE Dean's Advisory Committee) who arrange the COE meetings so that they can be sure to put the election on the agenda for that day. Our current Senators will report back by February 1, 2018 as to who was elected.

**Joe Peters, Ph.D, BCTMB**  
**Dean of Education**  
**GEORGIA COLLEGE**

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## COLLEGE OF HEALTH SCIENCES



**Procedures for Nomination and Election of COHS**

**University Senate Representatives**

**AY 2017 -2018**

## **Nomination Procedures:**

1. Upon receipt of the current academic year Corps of Instruction lists from Academic Affairs (typically early November), the COHS Dean will review and develop a Nominee Eligibility List.
2. All eligible nominating/voting COHS faculty will be sent the Nominee Eligibility List and directions for nominating faculty for consideration to serve as a COHS Senate Representative in the new election cycle. Each nominating faculty member will be allowed to submit one nomination. Self-nomination will be allowed.
3. This nomination process will be managed electronically during early/mid-November of each academic year. Electronic submission of nominees will conclude just prior to the Thanksgiving holiday break. (See 2017 sample of this electronic nominations process below.)
4. The three faculty members receiving the most nominations from among those submitted will be contacted by the Dean to reaffirm their willingness to serve as a Senate College Representative, if elected. If affirmation is received, the nominated faculty member's name will be added to the ballot.
5. A ballot of no less than three nominees will be drafted and sent to the members of *COHS Corps of Instruction* no later than the last day of Fall semester classes.

## ***Electronic Nominations Example:***

*The College of Health Sciences is now accepting nominations to fill **one seat** in the University Senate. It is for a three-year term. The term will begin with the April Senate Meeting 2018. Full-time faculty who are in at least a third year of service are eligible. Please see the attached eligibility list. Before submitting a name for nomination, please ask the person if they are willing to serve. Please submit nominee using the link below. Self-nominations are allowable. Nominations must be submitted by noon on Friday, November 17.*

<https://intranet.gcsu.edu/college-health-sciences/cohs-university-senate-nominations-2018> - Unify  
username/password required

## **Election Procedures:**

1. The election of COHS University Senate Representatives will occur at the first COHS college-wide meeting in January of each year. All full-time COHS faculty who are present at the meeting will be eligible to vote. No "in absentia or proxy" votes will be allowed.
2. Nominations from the floor by eligible nominating faculty may be allowed at the beginning of the January College business meeting. No self-nominations will be considered at the meeting. Nominated faculty may accept or decline nomination. Only those nominees who accept the nomination will be placed on the ballot.
3. After nominations are closed the ballot will be accepted as presented.
4. Voting will take place by secret ballot by faculty listed on *Corps of Instruction* and the results will be tallied by the COHS Dean's Office staff and reported to the COHS Dean prior to the adjournment of the January meeting.
5. The COHS Dean will report the results of the election to all members of the College of Health Sciences and to the Chair of ECUS.

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# **LIBRARY**

Dr. Blazer,

The University Library has two senators. One of our senators will complete her term at the end of this academic year. The election procedure is as follows:

The Chair of Russell Library's Nominating Committee will ask all eligible library faculty members if they are willing to serve on the University Senate. The names of eligible library faculty who wish to serve will be placed on a secret ballot distributed to all library faculty members by the 2nd Friday in December. The following Wednesday the votes will be counted and the candidate receiving the greatest number of votes will be the new Senator for Russell Library.

Thank you,

Shaundra Walker