To: Dr. Shaundra Walker, Interim Director of University Library
From: The Executive Committee of the University Senate
Date: October 16, 2017
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 (2) years of service at the university at the beginning of the fall semester following her/his election as an *elected faculty senator*.
   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) by the dean of the academic unit no later than **December 1**.
3. Election results and notification that the academic unit election procedure was followed shall be provided to the Executive Committee (senate@gcsu.edu) by the dean of the academic unit no later than **February 1.**

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: **1**

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. For your convenience, we have attached relevant documents to this memo, as described on the following page.

Cordially,
The 2017-2018 Executive Committee of the University Senate

The 2017-2018 Executive Committee of the University Senate
Dr. Nicole DeClouette (CoE, Associate Professor of Special Education),
    Presiding Officer of the University Senate and Chair of ECUS
Dr. Alex Blazer (CoAS, Associate Professor of English),
    Presiding Officer-Elect of the University Senate and Vice Chair of ECUS
Jolene Cole (Library, Instruction and Research Librarian),
    Elected Faculty Senator representing the Library on ECUS
Dr. Will Hobbs, CoHS, Assistant Professor of Outdoor Education),
    Elected Faculty Senator representing the College of Health Sciences on ECUS
Dr. Chavonda Mills (CoAS, Professor of Chemistry),
    Past Chair of ECUS and Presiding Officer of the 2016-2017 University Senate
Dr. Craig Turner (CoAS, Professor of Mathematics),
    Secretary of the University Senate and Secretary of ECUS
Dr. Jeng-Foung Yao (CoB, Professor of Computer Science),
    Elected Faculty Senator representing the College of Business on ECUS
Dr. Steve Dorman (University President),
Dr. Kelli Brown (Provost and Vice President for Academic Affairs)

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: 2017-2018 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 change from the numbers that resulted from last year's apportionment.

Appendix C: 2017-2018 Elected Faculty Senator (EFS) Elections Fact Sheet. This document provides the names of the *elected faculty senators* with terms ending in April 2018, 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! We encourage you to provide this resource to all faculty members in your academic unit, particularly those who are to facilitate elections for an *elected faculty senator* position.

Appendix D: Election Calendar. 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** and their election results by **February 1**.

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.

Appendix F: University Senate Term Limits Recommendation. This document outlines a resolution from the University Senate noting that your unit has the option to apply term limits to your elected faculty senator positions.