1. **Election Procedures**
	1. **College of Arts and Sciences**
		1. The elections for 2023-2024 Faculty Senators from the College of Arts and Sciences will be managed according to the college bylaws. All departments in the college will elect the necessary senators to replace those whose terms will end spring 2023 in accordance with their department policies. The dean’s office has asked the departments to conduct and finalize elections so that we can provide the results to the Executive Committee no later than February 1, 2023.
		2. Apportionment in the college for 2022 is based on the number of department faculty and positions being filled, indicated as follows. Each department is allocated one senator; and typically, an additional senator is allocated to larger departments in order of number of faculty until the total matches the senate apportionment for the academic year.

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| --- | --- | --- |
| **2022-2023 CoAS Senate Representation** | **# Faculty** |  |
| Biological and Environmental | 27 | 2 |
| Government and Sociology | 24 | 2 |
| English | 20 | 2 |
| Chemistry, Physics, and Astronomy | 16 | 2 |
| Mathematics | 17 | 1 |
| History and Geography | 15 | 1 |
| Music | 14 | 1 |
| Communication | 13 | 1 |
| Psychology | 11 | 1 |
| World Languages and Cultures | 11 | 1 |
| Art | 11 | 1 |
| Philosophy, Religion, and Liberal | 9 | 1 |
| Theatre and Dance | 6 | 1 |
| **Total** | **194** | **17** |

* 1. **College of Business and Technology** The CoBT Strategic Management Committee decides how University Senate seats assigned to CoBT are allotted. There are four departments in the CoBT. Each department elects one senator, and the other two senators are elected by the CoBT faculty at-large.
	2. **College of Education** The CoE elects two senators each from each of its two departments: Professional Learning and Innovation and Teacher Education. Three of CoE’s four senators will end their service on April 2023, necessitating the election of three senators at CoE’s January 13, 2023 meeting.
	3. **College of Health Sciences**
		1. Senate Election process
			1. Call for nominations/guidelines
				1. Apportionment (COHS constituencies): All full-time COHS faculty (including those recently hired, limited term or permanent faculty ranks, non-tenure track, tenure track or tenured) are eligible to nominate and are eligible to vote on the final ballot.
				2. To be eligible to serve as a Senate Representative, faculty must be a member of the GC corps of instruction and have completed at least two (2) years of service at Georgia College at the beginning of the fall semester following their election as an elected faculty senator.
				3. Prior to nominating, approval must be received from the individual being nominated. Self-nominations are allowed. Each faculty member may nominate one person only (yourself counts as your one nomination).
				4. A call for nominations email with the above guidelines is sent to COHS constituencies. Nominations are sent to julie.collis@gcsu.edu.
				5. Faculty will be given at least five business days to submit nominations. Periodic reminder emails will be sent. After nominations are received, the Dean’s Office confirms the nominee’s acceptance of the nomination. An online vote for the vacant Senate seat(s) is then held.
			2. Voting for Senators
				1. An email is sent to all full-time COHS faculty who are eligible to vote (including those recently hired, limited term or permanent faculty ranks, non-tenure track, tenure track or tenured) with voting instructions, vote deadline, and a link to the online ballot.
				2. The online ballot lists the nominees from step one. Faculty will be given five business days to vote. Periodic reminder emails will be sent.
				3. After the vote deadline, results will be sent to COHS Dean, Dr. Noviello. The Dean will notify the winners.
				4. The results will be forwarded from the Dean’s Office to the University Senate Executive Committee by Feb. 1.
	4. **University Library** The University Library has two senators. Neither seat will be up for re-election during the 2022-2023 school year. Election procedures: vacancies are filled by secret ballot distributed to all library faculty members annually by the 2nd Friday in December.