

Elections Procedure

All known vacancies should be elected in the spring of the academic year, starting in January. Only run fall elections when needed (faculty member turnover, other irregularities).

Faculty Senate Election Chair Guidelines and Procedure

1. Maintain Committees Master List throughout the year
2. Confirm current memberships with Office of Planning (Cris Watson) by crosschecking Committees Master List
 - a. Create list of vacancies, separating appointment list from election list (see examples below)
3. Identify openings for each committee and create a vacancy list of appointments and elections for each respective College Election Chair (CEC). Election Chairs do not assist with VPAA Appointments.
 - a. Separate lists by process: **election via college** or **appointment via Faculty Senate**
 - i. CECs will request nominations for general elections from faculty in their full college
 - ii. CECs will request nominations for Faculty Senate appointments only from chairs in their full college
 - b. Separate each list by college for easy dissemination
 - i. If the incumbent is eligible for re-election, note that on the vacancy list
 1. Example: *Course Evaluation Committee (incumbent John James, eligible for 2nd term)*
 - c. Send both appointment and election lists to CECs, only including vacancies for their college
 - i. Ask for confirmation of correct vacancies
 - ii. Once confirmed, request each CEC to start their elections
 - d. Check in with College Election Chairs every week during election, to be sure of proper procedure and to answer any questions.
 - i. Standard elections should take 2 weeks to complete; appointments should take no more than 4 weeks to complete

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- e. Once each CEC has emailed the FSEC with their Faculty Senate Appointment Nominees, run an election for those positions.
 - i. Only the Election Chairs will vote; depending on the year, this will only ever be 3-4 voters.
 - ii. Use the standard election process as outlined below.
 - iii. Many positions may only have one nominee. Include them on the ballot; as long as they receive one vote, they can be confirmed by the Faculty Senate.
- f. Once the Appointment Election is completed by Election Chairs, request to present the elected appointments to the Faculty Senate. The Senate body must vote to confirm all appointments.
 - i. Assuming successful appointment by the Senate, email the CECs to confirm the winners and request that they contact the winners and their full colleges to announce.

College Election Chair Guidelines and Procedure

1. Your Faculty Senate Election Chair will email you in January (and August, if needed) with a vacancy list specific to your college
2. Contact your Dean's office to get an up-to-date email/faculty list
3. Appointments only:
 - a. Be sure to understand the difference between Appointed and Elected positions
 - i. Copy and paste the details/requirements listed for each position.
 - ii. Email the vacant appointments to each Department Chair in your college
 - iii. When each Chair has had 1 full week (5 working days) to offer nominations, close nominations
 1. Confirm nominations with nominees (please do not submit nominations to Faculty Senate Election Chair without checking with nominee)
 - b. Send nominations directly to Faculty Senate Election Chair
 - c. After nominations have been received by each college chair, the Faculty Senate Election Chair will run an election

- i. The Faculty Senate Election Chair and the College Election Chairs will be the only voters for Faculty Senate Committee Appointments
 - ii. The winners will be *not* be immediately announced
 - 1. The winners must first be presented to the Faculty Senate at their next meeting for confirmation by a simple majority vote
 - 2. At this point, the Faculty Senate Election Chair will disseminate the winners list to the College Election Chairs
 - d. Once you receive confirmation, email the nominees to inform them of their new committee membership, as well as emailing the full college with the results.
- 4. Elections Only:
 - a. Copy and paste the details/requirements listed for each position.
 - b. Email the vacant appointments to all faculty in your college
 - c. Faculty may self-nominate or nominate others
 - i. When you receive a nomination, contact the person to see if they accept the nomination
 - d. Check the qualifications of those nominated with their department administrator (requirements are listed on Governance page for each committee)
 - i. Time at ENMU (if applicable)
 - ii. FT/PT status (if applicable)
 - iii. FTE status (if applicable)
 - iv. Tenure status (if applicable)
 - v. Others as needed
 - 1. If they aren't eligible, please contact them to explain why
 - e. Please send reminders if you do not receive enough/appropriate nominations for a given committee
 - i. If, after two weeks, any position requiring tenured/tenure-track members does not have any tenure-track/tenured faculty nominated, please re-open the nomination process for that committee, inviting non-tenure-track/tenured faculty to self-nominate/be nominated
 - f. Run an election
 - i. Survey Monkey is the best suggestion (it ensures anonymity)

- ii. Turn on “Anonymous Responses” in the *Email Invitations* in the *Collect Responses* tab
 - iii. Allow one full week (5 working days), then close the election
 - g. After the one-week deadline, a simple majority wins
 - h. Report the results to the candidates, via direct email
 - i. Report the results to the full college
 - ii. Report the results to the Faculty Senate Election Chair
- 5. Faculty Senate Elections
 - a. Per the preferences of individual departments, elections for Faculty Senators should be run completely within the department (or the constituent unit). Please request that these elections take place in a timely fashion, as the Faculty Senate needs a completed roster (for the next AY) by mid-March of the current academic year. Departments may not choose to wait until the fall to select their senators.
 - b. The Faculty Senate Election Chair will inform CECs of Senate Vacancies in their college.
 - c. The College Election Chair will share with Department Chairs if any Senate positions are open, then the Department can nominate and elect within their discretion – as long as the eligibility requirements are met and the election is completed within the requested timeline.
 - d. If a department prefers to have a full-college vote, they should first vote on *that* decision within their department, and once approved, request the College Election Chair add that election to the full ballot.
- 6. Faculty Senate Executive Board Elections
 - a. Open nominations within the Faculty Senate for the next academic year’s Executive Board, once all other elections/appointments are complete. You cannot elect an Executive Board until the full roster of Faculty Senate is complete.
 - i. President and Vice-President must have served on the Faculty Senate for at least one year (but it need not be the current/previous year)
 - ii. Treasurer, Secretary, and Parliamentarian can be fulfilled by any senator (including incoming)
 - b. Allow one full week (5 working days) for any senator to offer nominations

- c. Voting will take place during the next Faculty Senate meeting, following Sturgis Parliamentary Procedure, and run by the Parliamentarian.
 - i. Voting should take place by secret ballot

7. Special Notes

- a. Organization is *key*. Keep clear records and notate nominations as soon as you receive them. Reach out to the Faculty Senate Election Chair with any concerns.
- b. Follow the provided timelines strictly. It is vital that you both acknowledge receipt of election requests from the Faculty Senate Election Chair promptly, and that you begin and run elections promptly: 1 week for nominations, additional week (only if necessary) when re-opening nominations, 1 week for voting.
- c. In the case of a tie: you may choose to re-run the election only with the tied nominees (only if *some* nominees are not tied), you may email the tied nominees and ask if someone would like to concede, or you may choose the nominee who has been on faculty at ENMU the longest
- d. At the beginning of each academic year, please inform the Faculty Senate Election Chair of any faculty vacancies of which you are aware.
- e. Please emphasize the proper procedure throughout your communications.
- f. Some departments like to wait until fall to decide their Faculty Senator; this is *not* the appropriate procedure. Please emphasize in early emails that all vacant positions should be filled in the spring semester. Part of the reason is that Senate elects their Executive Board the spring prior.
- g. Most committees have a standing meeting time listed; emphasize that faculty with conflicting courses/meetings should *not* accept nominations.
- h. Elections will be run/counted with just the Election Chair confirming the winner
 - i. Do not share vote counts
- i. Regarding CLAS: when membership requirements separate the Humanities from the rest of the college, Humanities includes Languages and Literature, History, Social Sciences and Religion, Psychology and Political Science.

8. Clarification of Elections versus Appointments

- a. Faculty Membership on committees is determined in three primary ways: election via College, appointment via Faculty Senate, or appointment via VPAA.
 - i. Election Chairs and Faculty Senate are not involved whatsoever in VPAA appointments. Simply disregard those vacancies.
 - ii. Elections
 1. These committees should be filled using the Elections procedure above. Once elected by their respective colleges, no further action is required beyond alerting the Faculty Senate Election Chair, the winner, and the college as a whole.
 - a. Course Evaluation Committee
 - b. Curriculum Committee
 - c. Elections Committee
 - d. Faculty Personnel Policy and Handbook Committee
 - e. Faculty Senate (*not* the Executive Board)
 - f. General Education Committee
 - g. Undergraduate Program Review Committee
 - iii. Faculty Senate Appointments
 1. These committees should be filled using the Appointments procedure above. Once each respective Election Chair receives nominations from their College Deans, send them to the Faculty Senate Election Chair to complete the process. The FSEC will follow through from that point on.
 - a. Academic Assessment Committee
 - b. Budget and Planning Committee
 - c. Distance Learning Committee
 - d. Faculty Research and Development Committee
 - e. Library Committee
 - f. Scholarship and Financial Aid Committee
 - g. Undergraduate Admissions and Standards Committee
 - h. University Computer and Technology Policy Committee
 - i. University Council

Examples of Vacancy Lists sent to College Election Chairs

Appointments by College (only contact department chairs for nominations)

CET

Administrators Evaluation: 3 year term, meets in spring

1 member to replace Joe Smith (eligible for 2nd term)

Academic Assessment: 3 year term, meets 4th Tuesday of the month at 3:30pm

1 member to replace Jane Johnson (eligible for 2nd term)

Distance Learning: 3 year term, meets 2nd Tuesday of the month at 4:00pm

1 member to replace Michael Jones

Library: 2 year term, meets quarterly

1 member to replace Molly James (eligible for 2nd term)

Elections by College (contact full college for nominations)

CFA

Curriculum: 3-year term, meets 1st/3rd Mondays of the month at 3:30pm

1 member to replace Bob White

Elections: 2-year term, no scheduled meetings

1 member to replace Sarah Brown

Program Review: 3-year term, no scheduled meeting time, must be tenured

1 member to replace Brian Green