TO: Beth Dobkin, Provost
FROM: Steve Cortright, Chair
       Academic Senate
DATE: May 13, 2011
RE: Senate Action S-10/11-28
       Committee on Committees
       Amendments to the Faculty Handbook
       (Sections 1.6.1.1, -2, -5, -6, 1.7.4.5 and 2.6.1)

At the May 12, 2011 meeting, the Academic Senate unanimously approved the attached amendments to the Faculty Handbook regarding the election process, as proposed by the Committee on Committees. This action was assigned Senate Action # S-10/11-28.

Attachment

cc: Brother Ronald Gallagher, President
    Jim Sauerberg
1.6.1.1.1 Nominations

1.6.1.1.1.1 A Candidate Information Survey Preference Survey will be distributed and compiled under the direction of the Faculty Governance Coordinator in the spring of each year.

1.6.1.1.4 - Procedure: Each voter must designate twice as many persons as nominees for an office or membership as will be elected to that office or committee (e.g., two persons must be designated by a voter as nominees for representative). The specified number of persons (e.g., two) receiving the most votes are nominees for the run-off election. Upon being notified of nomination by the Election Committee, a faculty member may decline nomination.

For each open position, each voter may select up to two candidates. The candidates receiving the most votes are placed on the final ballot. Normally, the final ballot should present twice the number of candidates for each open position. Under exceptional circumstances, a faculty member may request that the Chair of the Committee on Committees remove the member from the nominating ballot.

1.6.1.2 Balloting

2. Ballots will be made available electronically. Access is regulated via individual SMC usernames and passwords newly generated for each election.

1.6.1.5 Voting Rights

1.a Ranked Faculty. Ranked faculty will automatically receive notice that the election ballot has been electronically posted. They will simultaneously receive individual passwords to be used when casting their ballot. Faculty members may vote in one school only...

1.b Voting eligibility of full-time and part-time non-ranked faculty will be determined by the Dean’s office for the school in which those faculty teach. Each year, by the beginning of the spring semester, Deans’ offices must submit to the Faculty Governance Coordinator a roster of eligible full-time and part-time non-ranked faculty based on the following criteria: full-time and part-time non-ranked faculty are eligible to vote only when teaching one or more full courses in an academic year or a given quarter or semester. Non-academic administrators and coaches who are full-time College employees are considered part-time non-ranked faculty if they teach one full course during the scholastic year of the election. If the Faculty Governance Coordinator has not received the voter eligibility roster from a Dean’s office by the first week of the spring semester, a reminder will be sent to the Dean’s office. If any school does not submit a roster after being sent a reminder, adjunct or part-time faculty members in that school will NOT have access to the electronic ballot.
1.6.1.6 Resignations and Appointments

1. A faculty member wishing to resign from an elected committee must inform the Chair of the Committee on Committees in writing.

2. Should a position in an elected committee, other than the Rank and Tenure Committee and Grievance Committee, become vacant at any time, the Chair of the Committee on Committees shall appoint the runner-up in the most recent election of the position of the vacating member to complete the term. If that runner-up is unable to accept the position, the 2nd runner-up, if there is such a person, will be appointed to complete the term. If no runner-up is available, the Chair of the Academic Senate will appoint a replacement for the remainder of the academic year and the position will be placed on the ballot for the next regular spring election.

1.7.4.5 UEPC

Membership: This Committee is composed of **eleven** members:
- chairperson (tenured undergraduate faculty member)
- vice-chairperson (tenured undergraduate faculty chairperson elect)
- liaison senator (tenured undergraduate faculty member)
- five undergraduate faculty members, one elected from each of the three undergraduate Schools (tenured faculty) and two at-large (tenured faculty)
- Director of Collegiate Seminar
- Director of January Term
- Library representative
- 2+2 Nursing representative

2.6.1 – Service to the College

It is the responsibility of faculty to present clear evidence of their effective service to the College. Faculty service should be shared by all. A faculty member is not expected to serve at one time on more than **two elected committees, but a faculty member serving on one committee which has an intensive workload committee may choose not to serve on a second elected committee.** Upon completion of a full term on an intensive workload committee (Academic Senate, Undergraduate Educational Policies Committee, Rank and Tenure, Faculty Welfare, Program Review Committee, Core Curriculum Committee) a faculty member may ask for exemption from the election process for one year through the Chair of the Committee on Committees.