

Standard Operating Procedures

Elections for Chair of the Faculty Senate

Purpose

Provide step-by-step instructions for the Faculty Senate to conduct elections for the Faculty Senate Chair.

Term

The term of the inaugural chair of the Faculty Senate shall end on August 15, 2026. Subsequent chairs shall serve one-year terms beginning on August 16 and ending August 15 the following year.

Procedure

A. Nominations

1. Timing – Nominations by email shall be submitted by 5 PM three working days prior to the second Faculty Senate meeting of the calendar year. Nominations from the floor shall be made during the second Faculty Senate meeting of the calendar year.
2. Manner – self nominations or nominated by another voting member of the Faculty Senate. The list of nominations shall be read during the second Faculty Senate meeting of the calendar year.
3. Eligibility – current voting member of the Faculty Senate who has been in that role since at least August 16 of prior year. All members of the inaugural Faculty Senate are eligible to be elected as the inaugural chair.

B. Elections

1. Timing –After the inaugural year of the Faculty Senate, elections shall be held prior to the fourth meeting of the calendar year.
2. Prior to the third Faculty Senate meeting of the calendar year candidates shall provide an election statement of no more than 250 words to be made available to the university community. Candidates may have the opportunity to address the Faculty Senate during the third meeting. Elections will be held electronically prior to the fourth Faculty Senate meeting of the calendar year, with results announced at the fourth Faculty Senate meeting.
3. Voting is considered a formal vote of the Faculty Senate.

4. Vote totals – to be elected, the candidate must receive a majority of the vote of the Faculty Senators.
5. If no one candidate receives a majority, then the two candidates who receive the most votes will remain, and all other candidates are no longer considered. Another vote with just two “highest vote” getter candidates occurs. This run-off election may happen by paper ballot during the fourth meeting of the calendar year.