

ACADEMIC SENATE

ELECTION RULES AND GUIDELINES

Rules for Elections of:

Academic Senate

Senate Officers

Academic Senate Standing Committees

Statewide Academic Senate

1. The Nominations, Elections, Appointments, and Constitution Committee (NEAC) shall provide a Preference Form to all full time (tenure line and temporary) faculty. The Preference form shall include a listing of the continuing Senators and continuing Academic Senate Standing Committee members, as well as a listing of all vacant seats on the Academic Senate and Academic Senate Standing Committees. The Preference Form shall solicit self-nomination by interested faculty for all vacant seats on the Academic Senate and Academic Senate Standing Committees. Faculty are not expected to provide university-level service to the Academic Senate during their first year as a tenure-line faculty member.
2. NEAC shall use the responses to prepare a ballot that includes at least two candidates for each vacant seat assuming there are enough eligible and willing faculty to achieve this.
3. A sample ballot shall be provided at least two weeks before the date of election with a deadline clearly stated for all nomination petitions and requests for deletions (to be submitted in writing).
4. If, after NEAC has circulated the sample ballot, faculty wish to nominate themselves for vacant positions, such nominations must be submitted to NEAC. For persons wishing to change their candidacy from either at-large or College/School/Library representative, the request for such a change must also be submitted to NEAC.
5. If the request for a name deletion or a move between College/School/Library and at-large representative creates a vacancy on the ballot for that position, the eligible faculty represented by that position shall be notified through e-mail of the vacancy.
6. The elections for the Academic Senate, Senate Officers, Academic Senate Standing Committees, and Statewide Academic Senate shall be by submission of ballots to NEAC. The date of election shall be the date ballots are due.
7. Eligible faculty, in compliance with Article 3 of the Constitution and Bylaws of the University Faculty and the Academic Senate, shall be permitted to vote for one candidate for each vacant position. Election will be by plurality of votes cast. In the event that there is a tie among more candidates than there are seats available, NEAC shall select a winner by lot.
8. Election results for Academic Senate elections shall be reported. Vote totals shall be available at the Academic Senate Office.
9. Any eligible voter has ten (10) instructional days after NEAC certifies the results of an election to challenge the result. Challenges must be submitted in writing to the chair of

NEAC and must specify the nature of the challenge. If no challenge is received within the allotted time, all ballots and related materials shall be destroyed. If a challenge is received, ballots and related materials shall be retained until the issue is resolved.

10. Any Faculty Senator, Statewide Academic Senator or Faculty Senate Standing, Special, or Ad Hoc committee member may be subjected to recall by a petition to the Executive Committee of the Senate. The recall may be initiated by any eligible faculty member. The initiator of the recall must write a petition explaining the reason(s) for the proposed recall, obtain signatures of at least 20% of the eligible faculty from the unit that elected the person, and then present the petition to the Executive Committee. Upon receipt of such a petition and verification of the signatures on it, the Executive Committee shall direct NEAC to conduct a recall election. Recalls become effective when they have received a favorable vote of at least two-thirds of the eligible faculty who voted, provided greater than one-half of the eligible faculty voted in the recall. The vacancy thus created shall be filled under the election procedure set forth in these rules within thirty calendar days of the removal.

GUIDELINES FOR ACADEMIC SENATE ELECTIONS

1. Election and balloting for Senate seats shall be by College/School/Library and Student Services Professionals - Academic Related (SSPs-AR).
2. The number of Senators from each College/School/Library/SSP-AR shall be determined by NEAC each spring, prior to spring elections, in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
3. In response to the Preference Forms submitted, NEAC shall conduct an election in accordance with these Rules.
4. The Senate shall be representative of the full-time faculty in compliance with Article 5.1.1 of the Constitution and Bylaws of the University Faculty and the Academic Senate.
5. Eligible faculty shall be permitted to vote for as many candidates as there are vacant seats allocated to the College/School/Library or SSPs-AR (e.g., if a College/School/Library/SSP-AR may elect six representatives, the ballot will read "Vote for up to six persons").
6. The final Senate meeting shall be a joint meeting of the extant Senators and the newly elected Senators. The terms of the extant Academic Senate and Executive Committee shall end on the last day of the Spring semester. Any business that must be addressed before the academic year ends will be conducted by the extant Academic Senate and Executive Committee.
7. When vacancies arise on the Senate due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the remainder of the term.
8. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant." Vacant seats shall be filled by implementing the previous rule.

GUIDELINES FOR ELECTION OF SENATE OFFICERS

1. NEAC will distribute a Call for Senate Officers to full time (tenure line and temporary) faculty by the end of the second week of March. Nominees for officers of the Senate must be either current voting members of the Senate or eligible faculty who have served on the Senate in any capacity for two of the past three years. The Call will request that nominations for secretary and chair-elect of the Senate be sent to the Senate Office by the end of the third week of March. The Call will request that faculty obtain permission of nominees prior to submitting their names. Nominees for officers of the Senate shall be voting members of the Senate.
2. A sample ballot will be provided, and faculty will have one week to review and respond (end of the fourth week of March). Faculty may make additional nominations or may request that their name be removed from the ballot.
3. The Official Ballot for the Election of Senate Officers will be provided to the current Senate members the first week of April, and will be due in the Senate office the beginning of the third week of April. Senators will have one week to vote.
4. Senate Officers will be announced at the second to last Senate meeting of the Spring semester.
5. In the event that the chair-elect cannot assume the position of chair, an election for chair will be held.

GUIDELINES FOR ELECTION OF STANDING COMMITTEES

1. Standing Committee membership is of two types: College/School/Library representatives and at-large representatives. The members of the various committees serve staggered two-year terms.
2. Election and balloting for College/School/Library representation shall be by College/School/Library, or, in the case of the General Education Committee (GEC) and the Promotion and Tenure Committee (PTC), by area; and for at-large representation, by the eligible faculty.
3. The Preference Form shall ask faculty to indicate which committees they would choose to serve on and whether they would choose to represent their College/School/Library or the faculty at-large. Additionally, faculty will be asked to indicate whether they would be willing to serve on more than one committee and to rank their preferences (i.e., #1, #2 with #1 being the most preferred).
4. Elections for Promotion and Tenure Committee member positions must be contested (at least two candidates per seat). If there are fewer than two candidates per seat in the Spring Election, NEAC will put out a call for nominees within the first two weeks of the subsequent semester (fall semester). NEAC will conduct an election for the uncontested seats once a minimum of two candidates per open Promotion and Tenure Committee seat is secured. This special election does not require a sample ballot.

5. A person may be elected to serve on no more than two committees.
6. After election results have been announced, each current committee chair shall convene a meeting of current committee members and new committee members to (a) review the year-end committee report and (b) elect a committee chair for the next academic year. Each current committee chair shall notify the Academic Senate Office of their committee's newly elected chair. The newly elected chairs (with the exception of the Promotion and Tenure Committee [PTC]) and the newly elected Academic Senate Officers will constitute the Executive Committee for the following academic year.
7. No person shall be elected chair of more than one standing committee.
8. The terms of the standing committee members rotating off the committees shall end on the last day of the Spring semester. Any business that must be addressed before the academic year ends will be conducted by the extant standing committees.
9. When vacancies arise on Standing Committees due to a faculty member being on leave or due to a faculty member's resignation, NEAC shall issue a call for a volunteer replacement to serve for the duration of that faculty member's absence. Promotion and Tenure Committee vacancies may not be filled through NEAC recommendation. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.
10. Subsequent to the Spring election, NEAC will interpret those seats that remain unfilled as "Vacant". Vacant seats shall be filled by implementing the previous rule, with the exception of Promotion and Tenure Committee vacancies. These may only be filled by an election, in accordance with item 4 of the Guidelines for Election of Standing Committees.

GUIDELINES FOR ELECTION OF STATEWIDE ACADEMIC SENATE REPRESENTATIVES

1. Election and balloting for statewide academic senators shall be by all eligible faculty.
2. CSUSM has two statewide academic senators (number determined by the statewide academic senate) who serve staggered three-year terms. When appropriate, NEAC shall put out a call for candidates to fill the position of the senator whose term is expiring.
3. NEAC shall nominate all eligible faculty who indicate a desire to run. Senators whose terms have expired are eligible to run again.
4. The statewide academic senator shall be elected by March 1 of each election year.