

AEC Procedures and Timeline

[Policy Number]

[University Senate, Appointments and Elections Committee]

Applies to: *Faculty and Staff*

Purpose of the Policy

The proposed policy provides guidance and timelines to the Appointments and Elections Committee, **whose membership is outlined in Section 11.52 of Appendix F, Part 2 (University Senate Bylaws and Rules of Procedures)**, in effort to create protocol to utilize when working toward filling University Senate and Senate committees.

Policy Details

The AEC's charge is to solicit and forward nominations to the Senate for members and chairs of Senate and Senate appointed university committees; and other duties as outlined in Section 2.6, Bylaws and Rules of Procedure of University Senate. It is our priority to create an inclusive and diverse network of faculty and staff to engage in the shared-governance process. This committee works closely with the University Senate Administrative Support Coordinator to coordinate, disseminate and record appointments and elections proceedings.

Our work to populate Senate vacancies, Standing Committees of the Senate, as well as other campus committees, varies each year due to planned and unplanned vacancies, **which are reported to the AEC by the committees directly, the Senate Chairperson, Senate staff, the administration or other members of the campus community.**

The linked table indicates the name and type of committee, current assigned time associated with the position, appointment or nomination body, and placement process for each committee.

<https://docs.google.com/spreadsheets/d/1veWTSB5tYVhpw52DquZbAPFwLYOxCacJOH0Km9eBomU/edit?usp=sharing>

In the event that there are more nominees for an appointed position than there are openings, the AEC will review available candidate statements, discuss the nominees' relevant experience and credentials, and then vote for the most qualified candidate.

The following timeline provides a model from which the committee operates..

December: AEC meets to review vacancies for the following year

January: Create and disseminate a call for nominations. This step initiates the following nomination and election cycles.

Cycle 1: Late January - early February

- Compile self-nomination, strategize recruitment efforts and solicit nominations
- Initiate election/appointment process

Cycle 2: Late February

- Update and redistribute Call for Nominations for the still vacant seats
- Compile self-nomination, strategize recruitment efforts and solicit nominations
- Initiate election/appointment process

Cycle 3: Late March

- Update and redistribute Call for Nominations for the still vacant seats
- Compile self-nomination, strategize recruitment efforts and solicit nominations
- Initiate election/appointment process
- Runoffs as needed

Cycle 4: Early May

- Initiate election/appointment process
- Runoffs as needed

Cycle 5: Early Fall

- Reassess vacancies and begin recruitment process for still vacant seats.