

APPENDIX F

Faculty Senate Elections Process

UAB FACULTY SENATE ELECTIONS PROCESS 2009

Timeline – Due Date	Activity
December 9, 2008	Appointment of senators and alternate senators as nominating committee for their academic unit – memo distributed to senators indicating the nominees needed for election process
December 10, 2008	Senators notified electronically of senators and alternate senators with terms expiring and those who are eligible for second terms; Notification to units requiring FPPC election as to members with terms expiring and those who are eligible for second terms; Acceptance of nomination form for Chair-Elect, Secretary, Senators, and FPPC positions distributed to senators; Senators requested to communicate with chair of faculty governance committee in each academic unit to obtain assistance with identification of nominees for senate officers and senator nominees
December 11, 2008	Submit notice to UAB Reporter and to UAB Synopsis to solicit nominations for election process (send at same time as draft summary minutes to reporter)
February 2, 2009	Nominations on acceptance of nomination form for Chair-Elect and Secretary due in senate office
February 2, 2009	Obtain current HR electronic listing of full time regular faculty
February 20, 2009	Nominations on acceptance of nomination form for Senator/Alternate Senator due in senate office
February 20, 2009	Nominations on acceptance of nomination form for FPPC representative for 2009-2012 term from Business, Dentistry, Education, Health Professions, and Public Health due in senate office
February 20, 2009	Candidates for Chair-Elect and Secretary to submit a short biographical statement including their views on how they want to support the senate's activities and represent faculty concerns to the administration
February 27, 2009	Full time regular faculty are sent an email notice that the ballots will be distributed during March 2-6, 2009
March 2-6, 2009	Electronic ballots distributed to full time regular faculty in each academic unit

Faculty Senate

March 27, 2009	All candidates {Chair-Elect, Secretary, Senators, Alternate Senators, FPPC representatives} notified of results of election; Letters distributed electronically/campus mail as needed; Newly elected participants will be requested to complete information forms for UAB Events procedures/identify interests
May 12, 2009	Official elections report presented at senate meeting and submitted to UAB Reporter
June 9, 2009	Newly elected senators and alternate senators attend first senate meeting
June 19, 2009	Newly elected FPPC representatives attend first FPPC meeting
July 1, 2009	Review the electronic election process with the Senate Office Associate

UAB Faculty Senate Elections Process 2009

1. Distribute memo to senators at December 2008 senate meeting describing process and actions required to identify nominees for positions as Chair-Elect, Secretary, Senators, Alternate Senators, and FPPC Representatives.
2. Obtain current email listing for full time regular faculty and include President, Provost, Deans, and all Associate Provost persons with faculty appointment. Obtain listing in February 2009.
3. Announce election process to senators at January, February, and March 2009 senate meetings.
4. Notify senators by email with same information distributed at December 2008 senate meeting. Send reminders to senators for due dates of February 2, 2009 (around January 19, 2009) and February 20, 2009 (around February 6, 2009) for nominations.
5. Send email notice to all faculty members eligible to vote in the elections by academic unit before February 27, 2009. This is to notify that electronic ballot will be distributed between March 2 and March 6, 2009.
6. Send electronically ballots to all faculty members by academic unit. All eligible faculty members will receive 2 ballot links (Chair-Elect and Secretary); Faculty in units with elections for senator and/or FPPC representative will receive either 1 or 2 additional ballot links.
7. March 20, 2009 – 5 pm is the closing time for receipt of ballots.

Faculty Senate

8. March 23, 2009 – Ballots counting process:
 - a. Ballots will be printed as received (and retained for 1 month)
 - b. Each ballot will be copied and the copy will have the ID number removed
 - c. Anonymous ballots will be placed in folders by academic unit
 - d. Tally sheet for each academic unit will be prepared
 - e. Response rate by each academic unit will be determined (number of ballots possible per unit as denominator and the number of ballots per unit as the numerator)
9. March 25, 2009 – If an electronic process for counting ballots is available then this will be completed by Senate Office Associate Carol Ray.
10. March 25, 2009 – Secretary Jennifer Long and the Governance and Operations Committee members will validate and count the ballots and prepare a tally sheet for each academic unit.
11. The votes will be tallied for officers and for senators/FPPC representatives. A summary report will be prepared. This report must be maintained in the senate files and this report is needed if there are resignations so that the next in line can be appointed to service.
12. March 27, 2009 – Secretary Jennifer Long will notify by letter (email) the elected senators, elected alternate senators, and the elected FPPC and alternate representatives. This letter will notify of first meeting date and congratulations on election.
13. Senators and alternates will be requested to submit to the senate office contact information for UAB Events activities and to identify interest in senate standing committee service.
14. Senators and alternates will be notified that they will be invited to a reception given by President Carol Garrison during April 2009. The elected FPPC representatives will also receive an invitation to this reception.
15. Alternates as next in line will be notified of their status. They will be thanked for willingness to serve and explain the importance of their role to serve if needed.

Faculty Senate

16. Secretary Jennifer Long will report the results at the April 2009 senate meeting. A notice will be placed in the UAB Reporter. A notice will be distributed to the senators in the academic units.
17. The tally of the results is to be placed in the files for the Secretary/Chair of the Elections Committee and the official senate files and be retained for two years.