



## Faculty Senate

December 31, 2009

To: Faculty Senators and Alternate Senators  
Faculty Policies and Procedures Committee Members

From: Pat Greenup, Secretary of Faculty and Chair of the Faculty Senate Elections Committee

Subject: **Elections Process for Spring 2010 – Nominations Due January 29, 2010**

With the beginning of the spring academic term, the Faculty Senate will conduct the elections of Senators and Alternate Senators for all academic units, and of Representatives to the Faculty Policies and Procedures Committee (FPPC) in the six academic units scheduled for which FPPC elections are needed.

**NOTE: Because the internal structure of the new College of Arts & Sciences (CAS) has not yet been determined and that the Faculty Senate Constitution & Bylaws (C&B) have not been amended to reflect a new structure and thereby representation to the Senate and the Faculty Policies and Procedures Committee (FPPC), the Senate Executive Committee has notified the Senate and the President and Provost that the current structure for elections to the Senate and FPPC will be conducted according to the current structure and terms [two years for the Senate and 3 years for the FPPC] as currently defined in the Senate C&B.**

**The current Senators, Alternate Senators, and FPPC Representatives are to serve as the Nominations Committee for their respective academic unit.** Encourage colleagues to participate with the Faculty Senate and the Faculty Policies and Procedures Committee. Some academic units have a Faculty Affairs Committee that is involved in the nomination process for Senate and FPPC elections. Of the current faculty serving on the Senate or the FPPC, eligibility for nomination can be found in the attached Eligibility for Nomination Table.

Senators and FPPC representatives in the six units requiring election are encouraged to broaden your academic unit's nominating process by soliciting input from faculty members serving on academic unit committees and unit faculty at large. You are encouraged to communicate electronically with your colleagues to solicit nominations. Faculty participation at all levels of the nomination and election process is essential for a viable elections process to provide faculty leadership and shared governance in the university. There are many opportunities for faculty to participate in shared governance structures so that faculty members have a voice concerning many topics of concern to faculty.

## A. Chair-Elect and Secretary Positions

In the 2010 election, in accordance with current Constitution and Bylaws of the Senate, the **Chair-Elect** nominees shall come from the Health Affairs units. The nominees shall agree to accept the nomination by signing [typing name] and dating the attached **Acceptance of Nomination Form**.

The nominees for Secretary may be affiliated with any of the academic units. The nominees shall agree to accept the nomination by signing [typing name] and dating the attached **Acceptance of Nomination Form**.

Faculty in each academic unit are encouraged to nominate individuals for the position of **Chair-Elect** of the Faculty and the position of **Secretary** of the Faculty. You may nominate as many persons as you like for either of these offices while making sure that the nominee is agreeing to be a nominee and that they have an Acceptance of Nomination Form.

The job description and an estimate of the time required for

1. Chair-Elect can be reviewed at:

<http://www.uab.edu/fsenate/jobdescriptions/chairelect.htm>

2. Secretary of the Faculty can be reviewed at:

<http://www.uab.edu/fsenate/jobdescriptions/secretary.htm>

A completed Acceptance of Nomination Form is to be submitted to the Faculty Senate Secretary [greenup@uab.edu](mailto:greenup@uab.edu) by each nominee for the Chair-Elect and the Secretary positions.

Senators and Alternate Senators should use the electronic versions of this memorandum and the Acceptance of Nomination Form to inform and encourage faculty members in an academic unit to complete the nomination process. If the acceptance form is not received by Secretary Greenup, the nominee will not be placed on the ballot.

**The deadline for submitting nominations for Chair-Elect and Secretary is January 29, 2010. Please submit nominations so that there are two nominees for each of the vacant positions.**

**The nominees for these Senate officer positions do not have to be currently serving as Senators and if elected cannot concurrently serve as a Senator or Alternate Senator.**

**Optimally nominees for these positions will have served with the Senate in recent past terms of service so as to have awareness of Senate activities and officer responsibilities.**

## B. Senator and Alternate Senator Positions

Meetings of the Senate are the second Tuesday of each month from 7:30 to 9:30 a.m. in the Penthouse Conference Room of the Administration Building.

For Senators and Alternate Senators from your academic unit you should nominate at least twice as many persons as the number of persons representing your academic unit whose terms are ending.

<b>REFER TO THE ATTACHED TABLE WITH UNIT SPECIFIC INFORMATION</b>
-------------------------------------------------------------------

All nominees are candidates for Senator and Alternate Senator. The number of votes a candidate receives determines the position to which the candidate is elected. **Approval voting** is the voting process used for the Faculty Senate elections so that each voter votes for as many candidates as he or she wants. Each vote is simply a yes vote for that candidate. The candidate with the most votes wins the election. The candidates with the next highest votes serve as the Alternate Senator and all remaining nominees with the highest number of votes are in the succession for service if the elected Senator and/or Alternate Senator are not able to complete their elected term of office.

The names of those currently representing each academic unit and whose terms are expiring on May 31, 2010 are listed on the **attached table listing eligibility for nomination**. Current Senators who have served two consecutive terms (4 years) as a Senator are not eligible to be nominated. Alternate Senators who have served two consecutive terms are eligible to be nominees for the 2010 election.

Each nominee should agree to accept the nomination by completing the attached **Acceptance of Nomination Form**. A completed form is to be submitted {electronically} to the Faculty Senate Secretary [greenup@uab.edu](mailto:greenup@uab.edu) by each nominee for a Senator position for your academic unit. Please make as many copies of this form as you need to provide one for each nominee in your unit. If the completed acceptance of nominations form is not received by Secretary Greenup, a nominee's name will not appear on the ballot.

The roles and responsibilities descriptions for Senators can be reviewed at:  
<http://www.uab.edu/fsenate/jobdescriptions/senator.htm>

The roles and responsibilities descriptions for Alternate Senators can be reviewed at:  
<http://www.uab.edu/fsenate/jobdescriptions/alternate.htm>

**The deadline for submitting nominations for Senator and Alternate Senator is January 29, 2010.**

### **C. Faculty Policies and Procedures Committee – FPPC**

The following academic units have elected representatives to the FPPC whose terms are expiring on May 31, 2010: Engineering, Lister Hill Library, Mervyn Sterne Library, Natural Sciences & Mathematics and Nursing. There will also be an election by School of Medicine (SOM) faculty to fill a vacancy for the SOM FPPC representative.

Refer to the attached file with eligibility of current representatives as nominees in 2010.

Each academic unit should nominate at least two persons for the one position. Nominees for Senator and Alternate Senator may also be nominated for FPPC membership.

Each nominee must agree to accept the nomination for FPPC position if elected by completing the attached **Acceptance of Nomination Form**. A completed form is to be submitted {electronically} to the Faculty Senate Secretary [greenup@uab.edu](mailto:greenup@uab.edu) by each nominee for a FPPC position.

The FPPC meets on the third Friday of each month from 7:30 to 9:30 a.m. in the Penthouse Conference Room of the Administration Building.

Each elected representative to the FPPC serves for a three-year term and representatives may serve two consecutive terms. Each representative is responsible for identifying an alternate from his/her academic unit who can attend meetings if the elected representative is not able to attend.

The roles and responsibilities of FPPC representatives can be reviewed at:  
<http://www.uab.edu/fsenate/jobdescriptions/fppcrep.htm>

**The deadline for submitting nominations for the elected Representative to the FPPC is January 29, 2010.**

### **D. Voting Process**

The Senate will conduct the voting process electronically as done in the Spring 2009 election. All faculty members should be assured that privacy and confidentiality have been addressed by implementation of procedures that prevent tracking of an individual's voting except to assure that no one is able to vote more than one time (using a code number and not names).

For assistance with the nomination process, please contact Secretary Pat Greenup at [greenup@uab.edu](mailto:greenup@uab.edu) or 934-5995.