

APPENDIX F

Projected Dates for Faculty Senate Elections

UAB FACULTY SENATE ELECTIONS PROCESS
PROJECTED DATES 2008-2011

Note: The number sequence for the listed dates in the table correlates with the following numbered activities describing the actions needed and appendix template documents.

Number for Activity	2008-2009 Senate Election Period	2009-2010 Senate Election Period	2010-2011 Senate Election Period
1	December 2008 Senate Meeting	December 2009 Senate Meeting	December 2010 Senate Meeting
2	January 8, 2009	January 7, 2010	January 6, 2011
3	February 2, 2009	February 1, 2010	February 1, 2011
4	February 20, 2009	February 19, 2010	February 18, 2011
5	February 20, 2009	February 19, 2010	February 18, 2011
6	March 2, 2009	March 1, 2010	February 28, 2011
7	March 2-6, 2009	March 1-5, 2010	March 1-4, 2011
8	March 20, 2009	March 19, 2010	March 18, 2011
9	March 27, 2009	March 26, 2010	March 25, 2011
10	March 30, 2009	March 29, 2010	March 28, 2011
11	May 12, 2009	May 11, 2010	May 10, 2011
12	June 9, 2009	June 8, 2010	June 14, 2011
13	June 19, 2009	June 18, 2010	June 17, 2011
14	July 1, 2009	July 1, 2010	July 1, 2011

Activities required by the dates identified in the table above.

1. Announcement/appointment of senators and alternate senators as nomination committees for their respective academic unit
 - a. Outline the overall elections process and dates for the current cycle; distribute to all senators and officers (Appendix A)

- b. Refer to form letter that is to be distributed to all senators and officers at the December senate meeting (Appendix B and C)
 - c. Refer to summary table of current senators with terms ending and eligibility status for the next election cycle (Appendix D)
 - d. Refer to nomination consent form for senate and FPPC nominees (Appendix E); this form requires nominee signature (or electronic receipt from nominee) and the requested information
 - e. Identify the academic units that require election for FPPC; identify if current representative is eligible for second term nomination (Appendix F); send email message to FPPC members (Appendix G)
 - f. Refer to form letter concerning FPPC election (Appendix H); send to FPPC members
 - g. Refer to nomination consent form for FPPC nominees (Appendix I); send to FPPC members
2. Submit notice to Reporter (Linda Gunter) and to Synopsis (Irene Dortch) to solicit nominations for election process (Appendix J) – Submit prior to January 1 of each year – send at the time the DRAFT summary minutes go to the Reporter
 3. Date to receive nominations and nominee consent forms for Chair-Elect and Secretary; obtain current HR electronic listing of full time regular faculty
 4. Send reminder message (Appendix K) to senate members. Date to receive short biographical information from nominees for Chair-Elect and Secretary. Refer to form letter to Chair-Elect and Secretary nominees requesting brief statement of “plan to serve” (Appendix L)
 5. Date to receive nomination forms for senate and FPPC nominees
 6. Send email notice to all full time regular faculty (Appendix M) and to senators (Appendix N) to indicate that the electronic ballots will be arriving in email and encourage not to discard and/or to check junk mail if spam blocker in use
 7. Distribute electronic ballots to full time regular faculty by academic unit (Appendix O)
 8. Closing date for electronic ballots to be received in senate office

9. Ballots to be counted and certified. Response rate in each academic unit and for Chair-Elect and Secretary must be determined (Appendix P)
10. All candidates notified of election results (Appendix Q)
11. Official elections report to be presented to senate members and submitted to the UAB Reporter for publication (Appendix R)
12. First senate meeting of the senate term of June 1 to May 31 of the following year
13. First FPPC meeting is the third or fourth Friday of June; if senate meeting on the second Tuesday is in the third week of the month, the FPPC meeting is held on the fourth Friday of the month
14. Review the electronic election process with the Senate Office Associate to identify any problems during the process that need to be address in preparation for the next election cycle; Chair of the Elections Committee (Senate Secretary) and the Chair of the Governance & Operations Committee need to address any issues that might require Bylaws change or change in the cycle of elections