

## **Elections and Appointments – Proposed Operating Procedures**

### **I. Departmental Level SOE Elections\***

Faculty Council representatives will be responsible for ensuring that departmental elections are held in the spring semester (no later than the April faculty meeting) for the following SOE Committees:

- 1) Faculty Access and Equity Committee: One (1) departmental representative, any rank
  - a. If no tenured faculty members are elected by the Departments, then the Faculty Council will appoint a tenured faculty member to serve on the Committee.
  - b. If no clinical faculty members are elected by the Departments, then the Faculty Council will appoint a clinical faculty member to serve on the Committee.
- 2) Curriculum Committee: One (1) departmental representative, any rank
- 3) Faculty Council: One (1) departmental representative, tenured faculty member
- 4) Promotion and Tenure (P&T) Committee: Two (2) representatives, tenured faculty members, at least one must be a full professor
- 5) International Committee: At least four (4) faculty members.
  - a. This committee is not elected. Members are chosen/solicited by the current committee.
  - b. Membership may include tenured, tenure-track, clinical faculty, students, and staff representatives.
  - c. Every effort will be made to ensure the committee has a representative from each department in the School of Education.
  - d. At least one of the members should be tenured faculty.

Committee terms are for two years except for the P&T Committee members whose terms of office are for 3 years.

The Dean's administrative assistant will maintain committee rosters to determine which positions need to be filled and will notify the Chair Elect of the Faculty Assembly and the departmental Faculty Council representatives at the beginning of the spring semester of each academic year. Chair Elect of the Faculty Assembly will act as a resource to departments, clarifying policies and procedures as needed. Chair Elect of the Faculty Assembly also will be responsible for helping departments reconcile problems in fielding candidates for committees.

\*Replacements will be identified by the home Department of faculty members who are unable to complete their terms of office.

### **II. Unit Level**

#### **A. Elected Positions\*\***

1. *Chair, Faculty Assembly.* All members of the Faculty Assembly are eligible to serve as chair (open rank, tenure track, clinical, etc.). The Chair of Faculty Assembly is responsible, with the assistance of the Dean's Administrative Assistant, for the electronic election of the next Chair elect. The first round will determine the top two candidates. In the event that only one candidate is identified, that candidate may run unopposed. The second round of votes will determine the chair elect. Two-year terms of office (1 as Chair elect, 1 as Chair).

2. *Chair Elect.* All members of the Faculty Assembly are eligible to serve as chair elect (open rank, tenure track, clinical, etc.). The Chair of Faculty Assembly is responsible, with the assistance of the Dean's Administrative Assistant, for the electronic election of the next Chair elect. The first round will determine the top two candidates. The second round of votes will determine the chair elect. In the event that only one

candidate is identified, that candidate may run unopposed. Two- year terms of office (1 as Chair elect, 1 as Chair).

The Chair Elect of Faculty Assembly is also charged with coordinating the Departmental Level SOE elections, the Faculty Senate Committee elections, and serving as the SOE representative to the Faculty Senate's Committee on Committees. The role of the Chair Elect of Faculty Assembly in all of the elections is facilitative. Coordination of elections, tracking terms, and collecting election results will be handled by the Dean's Office.

3. *Faculty Council Representative-Tenure Track Assistant Professors.* The Chair of Faculty Assembly, along with the Dean's Administrative Assistant, will run the electronic election. All assistant SOE professors are eligible to be listed on a first round ballot. The Chair of Faculty Assembly will obtain the permission of top candidates until two are in agreement to run. The second round of votes will determine the representative. In the event that only one candidate is identified, that candidate may run unopposed. Two-year terms of office.

4. *Faculty Council Representative-Clinical Professors.* The Chair of Faculty Assembly, along with the Dean's Administrative Assistant, will run the electronic election. All clinical SOE professors will be listed on a first round ballot. The Chair of Faculty Assembly will obtain the permission of top candidates until two are in agreement to run. The second round of votes will determine the representative. In the event that only one candidate is identified, that candidate may run unopposed. Two-year terms of office.

#### **B. Appointed and Advisory Committee Positions**

1. With the advice of Faculty Council, the Chair of Faculty Assembly will identify faculty members to serve on both Appointed and Advisory Faculty Senate Committees.

2. With the advice of the Department Chairs, the Dean will identify faculty members for *ad hoc* or University wide committees.

\*\*Faculty Council will identify replacements for faculty members who are unable to complete their terms of office.

Approved by SOE Faculty on 4-14-2015.