

Department Election Procedures

2022 – 2023

Advanced Studies in Education and Counseling

1. All voting-eligible faculty members shall receive a call for self- nominations at least 5 working days prior to the date of the election.
2. An electronic election ballot shall be distributed to all voting-eligible faculty at least 5 working days prior to the close of the election. Elections shall be conducted via secret ballot. Write-in votes will only be permitted if there are not enough self-nominations for a committee vacancy. Candidates with the most votes shall be elected.
3. If no candidate receives a majority of votes, a run-off election will be conducted. Candidates with the fewest votes shall be dropped until the run-off ballot has one more name than the total number needed, consistent with any constraints regarding departmental affiliation or faculty rank.
4. Disputes arising from election results shall be appealed with the Department Chair.

Educational Leadership

1. The department Nominations and Elections Committee will oversee the nomination and election process, in consultation with the department chair and with the administrative support of the department coordinator as needed.
2. All voting-eligible faculty members shall receive a call for self-nominations or nominations of colleagues at least 10 working days prior to the date of the election. Nominations of colleagues should be made only after consulting the person to be nominated.
3. Elections shall be conducted via secret electronic ballot. Write-in votes will only be permitted if there are not enough self-nominations for a committee vacancy.
4. The election ballot shall be distributed electronically to all voting-eligible faculty at the start of the election. There will be 5 working days for voting prior to the close of the election.
5. The candidate(s) with the most votes shall be elected.
6. If no candidate receives a majority of the votes, a run-off election of the candidates will be conducted. Candidates with the fewest votes shall be dropped until the run-off ballot has at least one more name than the total number needed to fill vacancies. This process shall be consistent with any requirements regarding faculty rank.
7. In an election where committee members are elected for staggered terms of office, the candidate(s) with the higher number of votes shall serve for the longer term(s). In case of a tie vote among elected members, the decision for a longer term will be determined by random process (e.g., coin flip, drawing lots).
8. Temporary vacancies anticipated prior to the annual election and occurring within the term of office (e.g., sabbatical, faculty grant) and unexpected vacancies shall be filled by

general election procedures. The ballot shall specify the candidate's name and term of service (e.g., academic year, semester). Appointments shall expire at the end of the semester or academic year of the temporary absence.

9. Disputes arising from election results may be appealed with the Department Chair.

Liberal Studies

1. All voting-eligible faculty members shall receive a call for nominations or self-nominations via email at least 5 working days prior to the date of the election. If a faculty member is nominated by another faculty member, the chair will confirm their willingness to serve in the position up for election.
 - b. Elections shall be conducted via secret e-ballot and shall be distributed to all voting-eligible faculty at least 5 working days prior to the close of the election.
2. Candidates with the most votes shall be elected.
3. If no candidate receives a majority of votes, a run-off election will be conducted and will follow the same procedures described above.
4. Uncontested elections (i.e. elections with only one candidate for a position or the exact number of candidates for particular vacancies) may be voted for during department meetings through consensus or with a majority vote of yes.
5. Disputes arising from election results shall be appealed with the Department chair.

Single Subject

For the Single Subject Credential Program (SSCP), Department and College of Education committee assignments are determined by the vote of the nine coordinators who represent each credential subject in the SSCP. All coordinators are required to serve on a department and/or college committee. The SSCP Director serves as the representative on the College Curriculum Committee.

Teacher Education

1. For all elections, all voting-eligible faculty members shall receive a call for nominations or self-nominations at least 5 working days prior to the date of the election. If a faculty member is nominated by another faculty member, the chair will confirm their willingness to serve in the position up for election. Nominations will also be solicited from the floor on the day of the department meeting for in-person elections.
2. For elections for department chair, in cases where there is no department meeting prior to the start of the term of a new position, and in elections with two or more candidates for a single position, an electronic election ballot shall be distributed to all voting-eligible faculty at least 5 working days prior to the close of the election. Electronic

elections shall be conducted via secret ballot. Candidates with the most votes shall be elected.

3. Disputes arising from election results shall be appealed with the Department chair.
4. Uncontested elections (i.e. elections with only one candidate for a position or the exact number of candidates for particular vacancies) may be voted for in-person at department meetings through consensus or with a majority vote of yes.