The Associate Dean of the College will initiate the election process. The Associate Dean and Dean's office staff are responsible for implementing the election procedures listed below.

In order to comply with the faculty's desire for fair and proportional representation from the several areas of the College, the annual elections will be divided into five rounds. In **Round One**, the faculty nominate and elect the College Representative to the University Promotion and Tenure Committee. In **Round Two**, the At-large Representative to the College Promotion and Tenure Committee will be elected. In **Round Three**, a seat on the Graduate Council will be filled by an election held within the area needing representation (Humanities and English; or Psychology and Sociology, and Social Sciences). Only graduate faculty from the area needing representation are eligible to vote in Round Three. In **Round Four** of odd-numbered years, the faculty will nominate and elect the College Representative on the Undergraduate Council. In **Round Five**, two seats on the Center for Faculty Excellence Committee will be elected; one must be a full professor. In **Round Six** (as needed), up to three seats for FTSCA will be elected, one of whom will serve a two-year term as CLA representative on the University Research Enhancement Committee.

Given the special importance and demands of service on the Promotion and Tenure Committees, a faculty member who does not wish to stand for election to these committees must inform the election officers of this decision in writing: the withdrawal memorandum becomes a part of the faculty member's personnel file.

The Faculty of the College will be informed of results as each round of elections is completed.

**I.C.1. Nomination and Election of College Representative to University Promotion and Tenure Committee**

A. During the first week in March in any academic year in which the term of office for the CLA Representative to the University Promotion and Tenure Committee expires, the election officers will circulate a list of eligible faculty and solicit nominations from the faculty. All full-time tenured Full-Professors will be eligible for nomination and be included on the list, unless they have petitioned to have their names withheld from the list in writing. All full-time tenure track faculty may submit nominations to the election officers.

B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees will be prepared and distributed to all full-time tenure-track faculty. Sufficient time (three working days) is allotted for voting electronically.
C. Full-time tenured and tenure track faculty will vote for one candidate. If one nominee receives a majority of the votes cast for a position, that person is elected. If no majority is attained, a run-off election will be held between those nominees receiving the two highest vote totals. Ballots containing these two names will be prepared and distributed immediately following the first election. If a tie occurs among more than two, then all those involved will be included in the runoff. In the event of other complications, the election officers will meet with the candidates and work out a mutually agreeable solution. The results of any such agreements will be reported to the Faculty. Sufficient time (three working days) is allotted for voting electronically.

D. If the position of College Representative to the University Promotion and Tenure Committee becomes vacant, a special election, following the procedures outlined above, will be held to fill the vacancy for the remainder of the term.

I.C.2 Election of At-large Member of the College Promotion and Tenure Committee

A. In March of each year, before the term of the At-large Member of the College Promotion and Tenure Committee expires, a memorandum is sent from each department to all full-time or permanent half-time faculty, soliciting nominations for the At-large Representative for the College Tenure and Promotion Committee. (Only tenured full-time full professors are eligible for service on the Committee.) The representative serves a two-year term.

B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees is prepared and distributed to the College faculty. Sufficient time (three working days) is allotted for voting.

Runoffs will be conducted as outlined above in Round One, C.

If the position of the At-Large Representative becomes vacant, a special election will be held, as described in Round One, D.

I.C.3 Election to the Graduate Council

The College of Liberal Arts will elect three representatives from each of the following disciplinary areas: 1) Humanities and English, 2) Social Sciences, and 3) Psychology and Sociology. At least one seat is reserved for each of the three areas described above.

Only Graduate Faculty from that area are eligible to nominate and vote for their representative, and to serve on the Council. Faculty members who wish to make a nomination for Graduate Council representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for these positions because of election to a position in rounds one or two, he or she should notify one of the election officers in writing within two working days after being nominated for the position.
When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person in each race. Run-offs will be conducted as outlined above in Round One, C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in Round One, D. This faculty member will serve the remainder of the vacating representative’s term.

I.C.4 Election to the Undergraduate Council

The College of Liberal Arts will elect two full-time faculty representatives to serve on the Undergraduate Council. Faculty members who wish to make a nomination for Undergraduate Council representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for this position because of election to a position in rounds one, two, or three, he or she should notify one of the election officers in writing within two working days after being nominated for the position.

When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person. Run-offs will be conducted as outlined above in Round One, C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in Round One, D. This faculty member will serve the remainder of the vacating representative’s term.

I.C.5 College Representation on the Center for Faculty Excellence Committee

The Director of the Center for Faculty Excellence will serve as chair of the committee. The voting membership includes one full professor elected from each academic college/school to serve staggered three-year terms. The Associate Provost and CEF Event Coordinator will also serve on the committee as ex-officio, non-voting members.

I.C.6 Election to FTSCA and the University Research Enhancement Review Panel

The College of Liberal Arts will elect two full-time faculty representatives to serve a two-year staggered term on the University Research Enhancement Review Panel and the CLA FTSCA Committee. One additional member of FTSCA will be elected.

Faculty members who wish to make a nomination for the FTSCA committee and/or CLA University Research Enhancement Review Panel representative must obtain permission of the nominee. The election officers inform each nominee. If a faculty member does not wish to be considered for this position because of election to a position in rounds one, two, or three, he or she should notify one of the election officers in writing within two working days after being nominated for the position.
When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person. Run-offs will be conducted as outlined above in Round One, C.

If a representative resigns before the end of his or her term, a special election will be held, as outlined in Round One, D. This faculty member will serve the remainder of the vacating representative’s term.