

I.C. FACULTY ELECTIONS

(Revised December 4, 2015; November 10, 2017; August 22, 2023)

The Associate Director of SAMC will initiate the election process. The Associate Director and Director'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 SAMC, the annual elections will be divided into five rounds. In **Round One**, the faculty nominate and elect the SAMC Representative to the University Promotion and Tenure Committee. In **Round Two**, the At-large Representative to the SAMC Promotion and Tenure Committee will be elected. In **Round Three**, vacant seats on the Graduate Council will be filled by an election voted upon by the graduate faculty of the School. In **Round Four**, the faculty will nominate and elect a SAMC Representative on the Undergraduate Council. In **Round Five** (as needed), a full professor will be elected to the Center for Faculty Excellence Committee. In **Round Six** (as needed), up to three seats for the FTSCA Committee will be elected, two of whom will serve two-year terms as SAMC representatives 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 SAMC will be informed of results as each round of elections is completed.

I.C.1. Nomination and Election of SAMC 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 SAMC Representative to the University Promotion and Tenure Committee expires, the election officers will circulate a list of eligible 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.
- 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 SAMC 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 SAMC Promotion and Tenure Committee

- A. In March of each year, before the term of the At-large Member of SAMC Promotion and Tenure Committee expires, a memorandum is sent from the Director's office notifying faculty who are eligible to serve as the At-large Representative for the SAMC 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 to allow faculty to request permission to decline to serve, a ballot listing the nominees is prepared and distributed to the SAMC 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

SAMC will elect representatives from the School to serve on the Graduate Council to serve three-year, staggered terms. Only Graduate Faculty 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

SAMC will elect two full-time (tenured, tenure track, or professional track) faculty representatives to serve two-year, staggered terms 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 for 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 SAMC Representation on the Center for Faculty Excellence Committee and Faculty Development Leave Subcommittee

The Center for Faculty Excellence Committee is composed of one tenured full professor elected from each college/school serving staggered three-year terms. Faculty members who wish to make a nomination for CFE 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 previous rounds, 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 for 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.6 Election to FTSCA and the University Research Enhancement Committee

SAMC will elect two full-time faculty representatives to serve two-year terms on the University Research Enhancement Committee and the SAMC FTSCA Committee. One additional member of FTSCA will be elected.

Faculty members who wish to make a nomination for the FTSCA committee and/or

SAMC University Research Enhancement Committee 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.