

Faculty Senate Election Procedures and Practices

University Faculty	Current Practices
<p>The University Faculty shall be comprised of persons who hold the following academic ranks within the university: university professor, professor, associate professor, assistant professor, senior lecturer, lecturer, instructor or clinical assistant professor and clinical instructor in the College of Nursing and Health.</p> <ul style="list-style-type: none">A. A member of the University Faculty shall be considered fully-affiliated with Wright State University if:<ul style="list-style-type: none">1. The person is under full-time contract with the university requiring a majority of the member's professional efforts; and2. The contractual obligation to Wright State University has first call on the person's time and effort; or3. The person is on a tenure track or is fully-affiliated as defined by their contract.B. A member of the University Faculty who is not covered by Article II, Section 1.A shall be considered partially-affiliated with Wright State University if:<ul style="list-style-type: none">1. The person's rank includes an additional modifier such as: voluntary, adjunct, research, visiting, acting, clinical (except as noted in Article II, Section 1), part-time, fellow; or2. The person's professional activities cannot fulfill the criteria of Article II, Section 1.A., above; or3. The person is a member of the School of Medicine or the School of Professional Psychology holding either an institutional faculty or auxiliary faculty designation.C. Both fully-affiliated and partially-affiliated members may attend and participate in faculty meetings; however, only fully-affiliated members may vote on issues before the faculty.D. In consultation with the Human Resources Department, the Faculty Office shall prepare annually a list of fully-affiliated faculty. Final authority for determining the nature of the affiliation lies with the University President.	<p>I. Executive Committee Eligibility Ruling (3/17/2014) The committee reviewed the constitutional requirements for fully-affiliated status and Senate eligibility and then made the following rulings:</p> <ul style="list-style-type: none">a. Human Resources full-time designation of 75%+FTE will be used to determine if a faculty member satisfies the full-time requirements of Faculty Constitution Article II Section I.<ul style="list-style-type: none">i. Human Resources reported college designation shall be used to determine constituency membership for the requirements of the Faculty Constitution:ii. In cases where constituency membership isn't clear, the primary funding organization should be considered as the constituency.b. The Executive Committee, on a case-by-case basis, will assign University College faculty to an appropriate constituency. <p>II. Status of faculty not paid by WSU Faculty not paid by WSU and processed by WSU Human Resources are not considered fully-affiliated University Faculty members. (WSU Physicians, BSOM faculty employed and paid by hospitals, etc)</p> <p>III. Lake Campus Clinical Nursing Faculty Lake Campus clinical nursing faculty have a dual-appointment with CoNH and thus meet the academic rank requirements of Section 1 and 1.A (per 2019 CONH/LAKE EC members)</p>

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<p>Faculty Senators</p> <p>Qualifications</p> <p>Senators shall be fully-affiliated members of the University Faculty; elected from [the following] mutually exclusive constituencies:</p> <ul style="list-style-type: none">• Raj Soin College of Business• College of Education and Human Services• College of Engineering and Computer Science• College of Liberal Arts• College of Nursing and Health• College of Science and Mathematics• Lake Campus• Boonshoft School of Medicine• School of Professional Psychology <p>Senators shall hold the rank of university professor, professor, associate professor, assistant professor, senior lecturer, lecturer, instructor, or clinical assistant professor and clinical instructor in the College of Nursing and Health, A Senator shall have been a fully-affiliated member of the University Faculty, as defined in Article II, Section 1 Membership, for a minimum of two academic years. Chairs, but not deans, assistant deans, or associate deans, are eligible for election to the Faculty Senate.</p>	<p>Current Practices</p> <p>IV. BSOM/COSM matrix department faculty are assigned to the college reflected in the HR data. The Office of Faculty and Staff Affairs is consulted when there is a question about the appropriate college designation for Senate purposes. (Service on committees is more flexible, and past EC's have permitted matrix faculty to represent either college on committees.)</p> <p>V. For standard elections: Faculty who will have served 2 full academic years prior to the first Senate meeting of the next academic year are considered to have met the length of service requirement to run for Faculty Senator.</p> <p>VI. For vacancy elections: Faculty who have served 2 full academic years by the start of the election are considered to have met the length of service requirement to run for Faculty Senator.</p> <p>VII. Administrators with faculty ranks are eligible to vote on matters before the faculty or their college, in the case of dean-ranks, but are not eligible to run for Senate. In the case of the University President, and other university-wide administrators with a faculty-rank, the HR college designation does not correspond to one of the colleges delineated in the Faculty Constitution, thus those administrators are not treated as part of a college for Senate purposes.</p>
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<p data-bbox="96 264 281 289">Terms of Office</p> <p data-bbox="96 334 1024 456">Senators are elected for two-year terms with approximately one-half of the representatives in each constituency being elected each year. Prior to each election, the constituencies will be advised by the Faculty Senate Secretary of the number of Senators each constituency is entitled to elect.</p> <p data-bbox="96 501 222 526">Vacancies</p> <p data-bbox="96 571 995 628">The Faculty Senate shall adopt regulations governing the conduct of elections, the filling of vacancies, and the recall of representatives from constituencies.</p> <p data-bbox="96 673 1024 828">The Executive Committee will appoint a replacement for any vacancy. The replacement must come from the same constituency as the original representative and will serve until the next election. Runners-up in descending order are contacted for willingness to serve; if no replacements are appointed in this manner, volunteers are sought.</p>	<ol data-bbox="1087 264 1990 673" style="list-style-type: none"><li data-bbox="1087 264 1990 451">I. The staggering of college seats can be undone due to the timing of when vacancies occur. When the staggering of term expirations becomes unbalanced, the newly elected Senators are notified of the situation and asked for volunteer(s) to serve a 1-year term to rebalance the term expirations. If no volunteer comes forward, the term expirations remain unbalanced until the next vacancy or election.<li data-bbox="1087 487 1990 576">II. When no runner-ups are available to fill a vacancy, a special election is held following the nomination and election timeline guidelines for a standard election.<li data-bbox="1087 612 1990 673">III. There are currently no office practices or EC adopted guidelines for the recall of representatives.

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Election of Senators	Current Practices
<p>All elections shall be conducted prior to the last regularly scheduled Faculty Senate meeting of each year following these guidelines:</p>	<p>I. Election schedule is drafted by Faculty Secretary to be vetted by the Executive Committee at its December meeting, and then reviewed at the corresponding Senate meeting. (Spring Break is not counted as a Semester Week for election purposes.)</p>
<p>Third week of Spring Semester Faculty Office secures the list of eligible faculty from Human Resources.</p>	<p>II. During Faculty President / Faculty Vice President (FP/FVP) election years, the Faculty Senator election schedule may be extended in order to better align the FP/FVP and Faculty Senator nomination and election deadlines.</p>
<p>Fourth week of Spring Semester Faculty President determines what Senate seats need to be filled</p>	<p>III. HR is contacted late in the second week or early in the third week of the semester to generate and send faculty data.</p>
<p>Fifth week of Spring Semester Faculty Office contacts eligible faculty, informing them of eligibility and soliciting candidate nominations, including self-nominations.</p>	<p>IV. Faculty Secretary prepares a seat determination report highlighting the constitutional provisions, the expiring senate seats, and the fully-affiliated faculty counts per college. Report is submitted to Faculty President for review/approval and posted to election page of Senate website. Faculty Secretary prepares and publishes listing of Senate-eligible faculty. Faculty Secretary prepares an internal office listing of eligible faculty voters for importing into qualtrics for ballot distribution. (see qualtrics section)</p>
<p>Seventh week of Spring Semester Faculty return nominating forms to the Faculty Office, which contacts nominees to secure approval of their candidacy.</p>	<p>V. By the fifth week of the semester, Faculty Secretary creates and distributes, via faculty_governance mailing list and Senate agenda, a qualtrics survey to collect nominations for FP/FVP (when applicable) and Faculty Senators.</p>
<p>Eighth and Ninth week of Spring Semester Ballots distributed; elections held.</p>	<p>VI. It is currently Faculty Senate Office practice to keep vote results confidential. The Faculty Senate President and Executive Committee provide oversight of the voting process. The Senate Office staff and the Senate EC members are the only people who may view vote totals. If any individual running has a general question (such as 'was it close'), regarding the vote, then they are free to ask their EC representative or the Faculty Senate President/Vice-President to help address their question. The EC representative has the discretion to share general information as/if appropriate. EC members should not normally respond to overly specific questions (did I get 20% of the vote?) or questions that provide evidence regarding other candidate's performance (Did X get many votes?)</p>
<p>Tenth and Eleventh week of Spring Semester Time allocated for possible run-offs.</p>	
<p>Twelfth and Thirteenth week of Spring Semester Faculty Office announces election results.</p>	
<p>There shall be at least one candidate per constituency for each open Senate seat. If there are not the required number of candidates, the Faculty President will inform the constituency Executive Committee representative there is such a lack, seeking his/her help in securing the minimum number of required candidates.</p>	
<p>A plurality of votes is necessary for constituency elections. Should a tie exist, a run-off election shall be held to determine a winner.</p>	
<p>Composition</p>	
<p>Elected faculty; one (1) from each constituency for every 30 fully-affiliated faculty or fraction thereof;</p>	

<p>Faculty President & Vice President</p> <p>Qualifications</p> <p>The Faculty President & Vice President shall meet the qualifications required for Faculty Senators and; Have tenure or otherwise have met any equivalent probationary requirements of their appointment; and Have a minimum of seven years of continuous service on the University Faculty; and Have served on the Faculty Senate or as a member of a standing Senate committee.</p> <p>The Faculty Vice President shall not also simultaneously hold the office of Faculty President.</p> <p>Term of Office</p> <p>The Faculty President & Vice President are elected for a two year term and may serve no more than two such terms consecutively.</p> <p>Election Procedures</p> <p>(approved by Senate - 10/09/17)</p> <ol style="list-style-type: none">1. The schedule of times for nomination and election process will be specified by the Executive Committee (EC). These dates include:<ul style="list-style-type: none">o Initial call for nominationso End of nomination periodo Beginning of electiono Closing of election2. The Office of the Faculty President and the EC will solicit nominations, including self-nominations, for Faculty President via the Faculty Senate Agenda, FacultyLine, and faculty governance e-mail list. The nomination period should extend for at least one month.3. At the same time, the Office of the Faculty President and the EC will solicit nominations, including self-nominations, for Faculty Vice-President via the Faculty Senate Agenda, FacultyLine, and faculty governance e-mail list. The nomination period should extend for at least one month.4. After the close of the nomination period, the Senate Secretary and the Executive Committee will verify the nominees' eligibility and confirm the slate of nominees. The EC will then set the election dates. If there are no qualified nominees at this time, a new nomination period will be designated by the EC and nomination procedure will be repeated. A nominee cannot seek both the office of President and Vice President, but a candidate for either office may also run at the same time for a Faculty Senate seat.	<p>Current Practices</p> <ol style="list-style-type: none">I. During years that require a FP/FVP election, the drafting and vetting of the election schedule is moved forward to November, and the schedule for nomination and election of Senators may have some portions extended to better align with the FP/FVP schedule.II. FP/FVP nomination period is scheduled in a way to meet or exceed the minimum nomination period and end on Monday of the seventh semester week. Nominees are then officially notified of their nomination and have until Friday of the seventh week to submit required documentation in order to appear on the ballot.III. Candidate CV, HR data, and Senate records are used to determine if candidate fulfills the requirements.IV. FP/FVP candidates may not submit additional documentation beyond the stated requirements. (FP ruling 2019)V. Other than relying on the Executive Committee, there are no official procedures in place to handle situations where both the FP & FVP are not available for an extended period of time or both no longer able to serve.
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5. Nominees for Faculty President will be asked to submit a vita and statement of the objectives they wish to achieve as Faculty President. These documents should be submitted within three days of their notification by the Senate Secretary. These documents will be supplied to the faculty as part of the election procedure. Failure to submit a vita by the deadline will result in removal of the nominee's name from the ballot.
6. Nominees for Faculty Vice-President will be asked to submit a vita. This document should be submitted within three days of their notification by the Senate Secretary. The document will be supplied to the faculty as part of the election procedure. Failure to submit a vita by the deadline will result in removal of the nominee's name from the ballot.
7. Nominees for Faculty President and Faculty Vice-President shall appear on the ballot for these offices as individuals and not as parts of a "ticket." Ballots will permit one vote per office, not one vote for a pair of nominees.
8. Electronic ballots shall be distributed to all fully-affiliated faculty members on the date selected by the EC. Voting shall close at the end of business seven days later, unless the voting closes on a Saturday, Sunday, or holiday in which case voting will be extended to the next business day.
9. Ballots shall be tabulated via the electronic tabulation methods available through CaTS.
10. If no candidate receives a majority of the votes, the conditions specified in the Faculty Constitution, Section 3-A-2-c will be applied.
11. The President of the Faculty shall be responsible for conveying the results of the election within 72 hours of the tabulation of the votes. Notification shall be given in this order: the slate of candidates, the Faculty Senate, the University Faculty.
12. These procedures may be modified in whole or in part by a majority vote in the Faculty Senate.

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Qualtrics Ballots

Distribution Lists (Voters)

- After determining the eligible voters using HR supplied data, Faculty Secretary creates and imports a .csv file containing columns for WSU voter emails and college designation.

Ballot Setup

- A single qualtrics survey is used with individual questions for the FP, FVP, and each college's Faculty Senator elections.
- For a given ballot survey, a page break is used between each election (FP, FVP, Senator) so that each individual race appears on its own page.
- Display logic and the college designation from the distribution list is used to display the appropriate college ballot to the voter. Those with an ADMIN designation only receive a FP/FVP ballot (or University-wide voting measure) when applicable, otherwise they are not included in the mailing list.
- Voters may cast one vote per open Senate seat in their college. [three open senate seats = vote for up to three candidates on the ballot]
- For single choice ballots using radio buttons, a "Decline to Vote" option is provided in addition to the listing of candidates. This option is not needed for ballots using checkboxes since checkboxes can be cleared while radio buttons cannot be cleared once selected.
- Qualtrics survey options
 - By Invitation Only
 - Prevent Indexing
 - Survey expiration (5:00pm, Friday, Week 7 Spring Semester)
 - Default end of survey message
 - Default inactive survey message
- Ballot Listings
 - Candidates are listed in alphabetical order by last name
 - FP/FVP ballots include additional block with links to documentation

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Ballot Distribution

- Ballots are distributed using the Email Distribution function of qualtrics to the imported csv of voters.
- Emails contain basic election information and link to ballot with message not forward or share the ballot link and that all voting records are confidential.
- Email settings
 - To: contact csv
 - From:noreply@qemailserver.com
 - From Name: Faculty Senate
 - Reply-to email: facultyoffice@wright.edu
 - Subject: Faculty Senate Election Ballot
 - Link type: Individual
 - Link expiration: (same as survey expiration)
- Reminder emails are scheduled to be delivered, midway Mon-Wed of the second week of voting, to those who haven't voted yet.
- A general email from facultyoffice@wright.edu to faculty_governance@wright.edu is sent a few days after initial ballot distribution with instructions on how to locate missing ballots due to junk, spam, clutter, or similar filters.

Ballot Troubleshooting

- If a faculty member reports a missing ballot:
 - Check email distribution log to locate response ID
 - Search qualtrics data using response ID
 - Select Re-take survey option by right-clicking the entry; Copy link and send to corresponding faculty member
- Provisional ballot
 - If there is issue preventing a member from accessing their original ballot
 - Create new distribution email to faculty member
 - Report original survey link to qualtrics support
 - At end of election, verify that original ballot was not used, by checking response ID, after provisional ballot issued.

Ballot Data / Results

- Other than troubleshooting purposes, ballot data is not accessed during the election.
- Results are accessed using the qualtrics online reporting functions.
- Data is stored in qualtrics, not downloaded excel files.

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Data sharing

- Except as dictated by the Faculty Constitution or the Executive Committee, election data (including voter contact emails and exact vote counts of election results) are not shared publicly. Requests for such data should be submitted to the Executive Committee and Faculty President.
 - To communicate with faculty members pursuant to non-election related Faculty Senate business, a request should be made to the Faculty Senate Office, Faculty President, and/or Senate Executive Committee. After approval, the communication will be sent out using the facultyoffice@wright.edu account.
 - Anything that deals with campaigning, except for candidate position statements, should use other channels...To communicate with faculty for other purposes, then such requestors are perfectly free to use the Fac-L listserv or assemble their own list (department and college membership is publicly available through the university webpages and the directory). (Doom, 2019)