

Draft updates for Spring 2021 elections  
(see highlighted sections)

## **Faculty Membership & Faculty Senate Election Procedures**

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### **University Faculty**

#### **Membership**

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.

A member of the University Faculty shall be considered fully-affiliated with Wright State University if:

1. The person is under full-time contract with the university requiring a majority of the member's professional efforts; and
2. The contractual obligation to Wright State University has first call on the person's time and effort; or
3. The person is on a tenure track or is fully-affiliated as defined by their contract.

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:

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; or
2. The person's professional activities cannot fulfill the criteria of Article II, Section 1.A., above; or
3. 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.

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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.

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.

## **Faculty Senators**

### **Qualifications**

Senators shall be fully-affiliated members of the University Faculty; elected from [the following] mutually exclusive constituencies:

- Raj Sooin 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

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.

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**FULLY-AFFILIATED CONSTITUTIONAL REQUIREMENTS & CONSTITUENCY GUIDELINES**

(approved by Executive Committee – 2014-17-03; amended by Faculty Senate 2020-xx-xx)

1. 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.
2. Except as noted below, the Human Resources reported college designation shall be used to determine constituency membership for the requirements of the Faculty Constitution:
  - o In cases where constituency membership isn't clear, the primary funding organization should be considered as the constituency.
  - o The Executive Committee, on a case-by-case basis, will assign faculty with an HR-reported college designation of 'Retention' (formerly reported as 'University College') to an appropriate constituency.
  - o Prior to an official Board of Trustees adoption of a newly reorganized college and subsequent updates to the Faculty Constitution, Faculty will be considered members of their original constituency even if their HR-reported college designation has been changed in preparation for the pending college reorganization. Such current determinations are listed and summarized below, and may be updated by the Executive Committee upon additional updates from HR.
    - College of Nursing and Health
      - CONHA - College of Nursing & Health Admin
      - CONHT - College of Nursing& Health Teaching
    - School of Professional Psychology
      - PSI55 - Professional Psychology
      - SOPPA - School of Professional Psychology
    - College of Liberal Arts
      - SOW55 – Social Work

Table: HR reported college designations as of 2020-11-02

HomeOrg	OrgDesc	COLLG	Count
CONHA	College of Nursing & Health Admin	CEHS	2
CONHT	College of Nursing& Health Teaching	CEHS	29
PSI55	Professional Psychology—(merged with SOPPA)		
SOPPA	School of Professional Psychology	CEHS	13
SOW55	Social Work	CEHS	10

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## **Terms of Office**

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.

## **Election of Senators**

All elections shall be conducted prior to the last regularly scheduled Faculty Senate meeting of each year following these guidelines:

Third week of Spring Semester	Faculty Office secures the list of eligible faculty from Human Resources.
Fourth week of Spring Semester	Faculty President determines what Senate seats need to be filled
Fifth week of Spring Semester	Faculty Office contacts eligible faculty, informing them of eligibility and soliciting candidate nominations, including self-nominations.
Seventh week of Spring Semester	Faculty return nominating forms to the Faculty Office, which contacts nominees to secure approval of their candidacy.
Eighth and Ninth week of Spring Semester	Ballots distributed; elections held.
Tenth and Eleventh week of Spring Semester	Time allocated for possible run-offs.
Twelfth and Thirteenth week of Spring Semester	Faculty Office announces election results.

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.

A plurality of votes is necessary for constituency elections. Should a tie exist, a run-off election shall be held to determine a winner.

The Faculty Senate shall adopt regulations governing the conduct of elections, the filling of vacancies, and the recall of representatives from constituencies.

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.

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## **Faculty President & Vice President**

### **Qualifications**

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.

The Faculty Vice President shall not also simultaneously hold the office of Faculty President.

### **Duties**

The Faculty President shall:

1. Chair special meetings of the University Faculty;
2. Chair all meetings of the Faculty Senate;
3. Report to the Faculty Senate and also be the responsible correspondent to the university regarding all decisions made by the Executive Committee;
4. Be the representative and spokesperson for the University Faculty, and the liaison and coordinator between the faculty and the administration, the committees, the students, and the general faculty;
5. Attend the meetings of appropriate committees of the Board of Trustees as an ex-officio member, and shall serve (or appoint a designee) on any other committee or council as directed by the Faculty Senate;
6. Convene all committee chairs at the beginning of the academic year to review responsibilities and procedures;
7. Serve as an ex-officio member and meet regularly with the Council of Deans and the President's Cabinet at the invitation of the President or Provost;
8. Chair the Executive Committee of the Faculty Senate;
9. Be responsible for the Faculty Office;
10. Preside as Grand Marshal of commencement exercises, Freshman Convocation and University Convocation;
11. Serve as a member and attend meetings of the Ohio Faculty Council and report to the Executive Committee;
12. Meet regularly with the President and the Provost;
13. Give the Faculty President Report at the Board of Trustees public meetings.
14. Chair the Faculty Budget Priority Committee.

The Faculty Vice President shall:

1. Assume the duties of the Faculty President in his/her absence;
2. Be a member of the Faculty Senate and the Senate Executive Committee;
3. Co-chair the Undergraduate Academic Policies Committee;

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4. Serve as Marshal of the Graduate School during commencement exercises (in the event the Faculty Vice President is not available to serve, the Faculty President will designate a Senator holding Graduate Faculty status to serve as Marshal of the Graduate School during commencement exercises);
5. Attend the meetings of appropriate committees of the Board of Trustees as an ex-officio member, and shall serve (or appoint a designee) on any other committee or council as directed by the Faculty Senate;
6. Serve as an ex officio member of the Faculty Budget Priority Committee and Buildings and Grounds Committee of the Faculty Senate;

### **Term of Office**

The Faculty President & Vice President are elected for a two year term and may serve no more than two such terms consecutively.

### **Election Procedures**

(approved by Senate - 10/09/17)

1. The schedule of times for nomination and election process will be specified by the Executive Committee (EC). These dates include:
  - Initial call for nominations
  - End of nomination period
  - Beginning of election
  - Closing of election
2. 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.
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.

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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.

### **Proposed Election Procedure updates for Spring 2021 & Reorganization Transition**

1. Unless the Board of Trustees finalizes the creation and reorganization of a new college in time to initiate and complete an amendment to the Faculty Constitution, Faculty Senators will be elected under the constituencies as listed in the Faculty Constitution and as clarified in the (proposed) AY2020-21 updates to the Senate's Fully-affiliated Constitutional Requirements & Constituency Guidelines. [Note: In addition to the 2-month Senate New & Old Business cycle or a petition of 50 faculty members, the process of amending the Faculty Constitution requires at least 33 business days.]
2. Upon the official creation of a new college and subsequent update of the Faculty Constitution, current and newly elected Senators from affected departments will convert from their original constituency to the new college's constituency. (i.e. A College of Nursing Senator will convert to a 'New College' Senator).
  - a. There will be no changes to term expiration dates of converted Senators, except in cases when a Senator vacates their seat or volunteers to shorten their term to re-balance the staggering of their college's Senate seat team expiration dates.
  - b. In the event that an original/legacy department which has been reorganized into a new college does not have any faculty members serving as Faculty Senators, any faculty member from the affected department may submit a request to the Faculty Senate Executive Committee to call for a special election of an ex-officio non-voting Senator from the original/legacy department. This special ex-officio position would be a temporary measure used during transition periods of college reorganizations, and would be able to participate in Senate discussions in order to give voice to important departmental issues and concerns (such as accreditation and curricular matters). Timelines and procedures for such elections will be determined by the Faculty Senate Executive Committee.
3. Election Communications
  - a. Announcements of the election procedures, timeline, and call for nominations will be made to the faculty\_governance email list (via a FacultyLine newsletter), Faculty Senate agendas, and a page on the Faculty Senate website. Reminders of approaching deadlines will be made to the faculty\_governance list from the Faculty Office email account. (see timeline section)
  - b. Election Results
    - i. The Faculty Senate has a long-standing practice of only publishing the list of successful candidates and not publishing individual or total vote counts. However, in order to maintain transparency of the process, the Executive Committee will host a live online viewing of the full results open to all University Faculty members. The date and time for the live stream should be included in the communications outlined in 3a. Connection details for the results live stream will be posted to the Senate website no later than 7 calendar days prior to the live stream.
    - ii. Official announcements of the successful candidates (without vote totals) will be made following the guidelines in the Faculty Constitution and adopted Senate procedures.

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4. College representation on AY2021-22 Senate committees
  - a. The Faculty Senate Executive Committee is charged with presenting a plan to address AY2021-22 Senate committee membership with respect to any recent or pending college reorganization to be considered as an item of New Business during the February 2021 Senate meeting.

### **Spring 2021 Election Schedule**

<b>Date</b>	
<b>(Senate meetings in bold)</b>	
Monday, January 11, 2021	<b>First day of classes</b>
Tuesday, January 12, 2021	
Wednesday, January 13, 2021	
Thursday, January 14, 2021	
Friday, January 15, 2021	<b>Tentative Senate agenda published online</b>
Saturday, January 16, 2021	
Sunday, January 17, 2021	
Monday, January 18, 2021	<b>MLK Day Holiday; University Closed</b>
Tuesday, January 19, 2021	
Wednesday, January 20, 2021	<b>Executive Committee meeting</b>
Thursday, January 21, 2021	<b>Finalized Senate agenda distributed to Senators &amp; published online; FacultyLine distributed to all Faculty</b>
Friday, January 22, 2021	<b>**Official announcement of Faculty President &amp; Vice President nomination period no later than this date**</b>
Saturday, January 23, 2021	
Sunday, January 24, 2021	
<b>Monday, January 25, 2021</b>	<b>Faculty Office contacts HR to request list of eligible faculty.</b>
Tuesday, January 26, 2021	
Wednesday, January 27, 2021	<b>Upon receipt of HR data, Faculty Office prepares a report summary and eligible faculty list for the Faculty President and Senate Executive Committee</b>
Thursday, January 28, 2021	
Friday, January 29, 2021	
Saturday, January 30, 2021	
Sunday, January 31, 2021	
Monday, February 1, 2021	
Tuesday, February 2, 2021	<b>Faculty President determines what Senate seats need to be filled (by Friday, Feb 5). Report and eligible faculty list published to Senate website.</b>
Wednesday, February 3, 2021	
Thursday, February 4, 2021	
Friday, February 5, 2021	
Saturday, February 6, 2021	
Sunday, February 7, 2021	
Monday, February 8, 2021	<b>Call for Senate nominations / Reminder for FP/FVP nominations</b>

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Tuesday, February 9, 2021	
Wednesday, February 10, 2021	
Thursday, February 11, 2021	
Friday, February 12, 2021	<b>Tentative Senate agenda published online</b>
Saturday, February 13, 2021	
Sunday, February 14, 2021	
Monday, February 15, 2021	<b>Executive Committee meeting</b>
Tuesday, February 16, 2021	<b>Finalized Senate agenda distributed to Senators &amp; published online</b>
Wednesday, February 17, 2021	
Thursday, February 18, 2021	
Friday, February 19, 2021	
Saturday, February 20, 2021	
Sunday, February 21, 2021	
<b>Monday, February 22, 2021</b>	
Tuesday, February 23, 2021	<b>5pm, nomination deadline; candidates contacted via WSU email</b>
Wednesday, February 24, 2021	
Thursday, February 25, 2021	
Friday, February 26, 2021	<b>5pm, deadline for FP/FVP candidates to submit required document(s) and deadline for nominated Senate candidates to agree to run</b>
Saturday, February 27, 2021	<b>SPRING BREAK</b>
Sunday, February 28, 2021	
Monday, March 1, 2021	
Tuesday, March 2, 2021	
Wednesday, March 3, 2021	
Thursday, March 4, 2021	
Friday, March 5, 2021	
Saturday, March 6, 2021	
Sunday, March 7, 2021	
Monday, March 8, 2021	
Tuesday, March 9, 2021	<b>By 5pm, Wednesday - Ballots distributed</b>
Wednesday, March 10, 2021	
Thursday, March 11, 2021	
Friday, March 12, 2021	
Saturday, March 13, 2021	
Sunday, March 14, 2021	
Monday, March 15, 2021	

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Tuesday, March 16, 2021	
Wednesday, March 17, 2021	
Thursday, March 18, 2021	
Friday, March 19, 2021	<b>5pm - deadline to cast ballot; 5:05pm - EC reviews results (open to all faculty)</b>
Saturday, March 20, 2021	
Sunday, March 21, 2021	
Monday, March 22, 2021	<b>Executive Committee meeting</b>
Tuesday, March 23, 2021	
Wednesday, March 24, 2021	
Thursday, March 25, 2021	
Friday, March 26, 2021	
Saturday, March 27, 2021	
Sunday, March 28, 2021	
<b>Monday, March 29, 2021</b>	<b>Run-offs, if needed 2021-22 Executive Committee determinations</b>
Tuesday, March 30, 2021	
Wednesday, March 31, 2021	
Thursday, April 1, 2021	
Friday, April 2, 2021	
Saturday, April 3, 2021	
Sunday, April 4, 2021	
Monday, April 5, 2021	
Tuesday, April 6, 2021	
Wednesday, April 7, 2021	
Thursday, April 8, 2021	
Friday, April 9, 2021	
Saturday, April 10, 2021	
Sunday, April 11, 2021	<b>Faculty Senate announces results</b>
Monday, April 12, 2021	
Tuesday, April 13, 2021	
Wednesday, April 14, 2021	
Thursday, April 15, 2021	
Friday, April 16, 2021	
Saturday, April 17, 2021	
Sunday, April 18, 2021	
Monday, April 19, 2021	<b>Executive Committee meeting</b>
Tuesday, April 20, 2021	
Wednesday, April 21, 2021	
Thursday, April 22, 2021	
Friday, April 23, 2021	
Saturday, April 24, 2021	

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Sunday, April 25, 2021

**Monday, April 26, 2021**

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