

**ELECTIONS of the JESS and MILDRED FISHER  
COLLEGE of SCIENCE and MATHEMATICS  
PRINCIPLES and PROCEDURES**

*(Passed by the FCSM Council on November 12, 1999.)*

**I. PURPOSE**

This document applies to the election of

- A. members of the College P&T Committee,
- B. at-large delegates to the College Council,
- C. College representative(s) to the
  - 1. University P&T Committee
  - 2. University Senate;and to
- D. any special balloting that may be required from time to time (e.g., changing the College constitution or name).

This will be reviewed by the FCSM Council at least every two years.

**II. THE ELECTORATE**

For the elections of offices dealing directly with promotions and tenure, the electorate shall be all full-time tenured and tenure-track faculty. For all other elections, the electorate shall be all full-time tenured and tenure-track faculty members and other full-time faculty.

**III. THE FCSM ELECTION COMMITTEE (FCSMEC)**

- A. The FCSM Election Committee will consist of three members. All committee members must be tenured or on tenure track, to be appointed by the Chair of the College Council. The three members must be from three different departments.
- B. Members shall serve 3-year staggered terms.
- C. The Chairperson of FCSMEC will be the member with the longest tenure on the committee unless the members unanimously agree otherwise.

**IV. RESPONSIBILITIES**

- A. The FCSMEC shall be responsible for seeing that the rules of eligibility for election to the University and College P&T Committees, as defined respectively in the Faculty Handbook and in the FCSM Constitution and Bylaws are met. However, the FCSMEC is not the final interpreter and arbiter; those duties belong to the University P&T Committee and the College Council.
- B. The FCSMEC, in cooperation with the Office of the Dean of FCSM, shall keep a current record of the full-time faculty in the College, with rank and tenure status including (de facto tenure) at the time elected service would begin.
- C. The FCSMEC is responsible for conducting elections according to the following procedures.

## V. ELECTION PROCEDURES

The following must be followed for each valid regular and run-off election as well as for nominations. If creditable evidence is presented that the procedures were not followed, the College Council will investigate. The normal election process shall consist of two phases:

- the nomination phase;
- the election phase.

### A. NOMINATION PHASE

1. A nomination “packet” (usually distributed electronically) shall include:
  - a. an announcement of the vacant position(s);
  - b. the reason(s) for the vacancy;
  - c. a list of any incumbent(s);
  - d. a list of any continuing members(s);
  - e. the requirements for eligibility for each open position

(If there is an election for any member(s) of the FCSM P&T Committee, a statement should be included that anyone expecting to be recommended for a promotion during the three-year term of office should not allow him/herself to be nominated for FCSM P&T); and

- f. the current roster of those in various departments from which any candidate is sought.
2. Nomination ballots usually will be submitted electronically.
3. The ballots shall allow a member of the electorate to nominate up to two people for each open position.
4. For each open position, all receiving the two highest number of nominations will stand for election. Thus, after nomination ballots have been counted, the FCSMEC must contact each nominee to verify any nominee’s willingness to serve. Should some nominee(s) be unable to stand for election, the committee will proceed through the list of nominees in (descending) order until those willing and having the two highest number of nominations are determined.

### B. ELECTION PHASE

1. Election ballots usually will be submitted electronically.
2. The ballots shall allow a member of the electorate to cast only one vote for each open position.
3. The entire FCSM Elections Committee will review the results of the election.
4. The Chairperson of the FCSM Elections Committee will disseminate the results of the election (usually via an email) to the FCSM electorate.