

## **FISHER COLLEGE of SCIENCE and MATHEMATICS PRINCIPLES and PROCEDURES of COLLEGE ELECTIONS and SPECIAL BALLOTS**

*(Passed by the FCSM College Council on November 14, 2025.)*

This document describes the College Elections Committee and its election and special ballot procedures.

### **THE COLLEGE ELECTIONS COMMITTEE**

The College Elections Committee (CEC) consists of three tenured or tenure-track members, to be appointed by the Chair of the College Council. The three members must be from three different departments.

- Members shall serve 3-year staggered terms.
- The Chair will be the member with the longest tenure on the committee unless the members unanimously agree otherwise.

The CEC is responsible for certain college-level elections. Other committee responsibilities are described in the [FCSM Bylaws](#), including the periodic review of this document.

### **ELECTIONS AND ELECTORATES**

Each academic year, the CEC holds elections for committee members whose terms end that year. E.g., if a committee member's term ends in Spring 2028, the replacement election must be held in AY 27-28.

- The [FCSM Committee webpage](#) lists the ending dates of each committee member's term.
- If applicable, the CEC will also hold elections for new committees.
- Voter lists shall be obtained from the dean's office.

Appendix A lists the elections for which the CEC is responsible.

All elections must be completed by the first Friday in May.

### **ELECTION PROCEDURES**

The following procedures must be followed for nominations and elections. If credible evidence is presented that the procedures were not followed, the College Council will investigate.

The standard election process shall consist of two phases: the nomination phase and the election phase.

#### Nomination phase.

Nomination instructions shall include:

- an announcement of the vacant position(s) and dates of service;
- the eligibility requirements for each open position;
- a statement that nominations are anonymous and nominees' willingness to serve will be confirmed;
- the link to the nomination ballot; and
- the nomination deadline.

Eligibility notes:

- The eligibility requirements for non-P&T positions are described in the [FCSM Constitution and Bylaws](#).

- The eligibility requirements for the College P&T Committee are described in the [FCSM PTRM policy](#).
- If there is an election for the FCSM P&T Committee, a statement should be included that anyone expecting to be recommended for promotion during the three-year term of office shall not allow themselves to be nominated for the P&T Committee.

Nomination and confirmation requirements:

- The nomination ballots shall allow a member of the electorate to nominate up to two people for each open position.
- After nomination ballots have been counted, the CEC must contact each nominee to confirm their willingness to serve. Should some nominee(s) be unable to stand for election, the committee shall proceed through the list of nominees in descending order (most nominations to least) until at least two nominees are willing to serve.
  - *Example:* Candidate A receives 8 nominations, Candidate B receives 7 nominations, and two candidates are tied with 6 nominations. If Candidate A is unable to serve, the candidates tied with 6 nominations must be contacted to determine their willingness to serve.
- Nominees shall be given two business days to respond to the CEC and confirm their willingness to serve. If a nominee does not respond within two business days, their name shall be automatically added to the election ballot.

Special circumstances:

- In the event of multiple identical positions being filled, the number of nominees on the election ballot shall be equal to twice the number of positions.
  - *Example:* If two staff representatives are being concurrently elected to College Council, the top four nominees shall be included in the election ballot (potentially more if tied).
- If there is a tie for the top two highest number of nominations, the tied nominees shall be included in the election ballot.
  - *Example 1:* If candidates A and B tie with 8 nominations and candidates C, D, and E tie with 5 nominations, only candidates A and B shall be included in the election ballot.
  - *Example 2:* If candidate A receives 8 nominations and candidates B, C, and D tie with 5 nominations, all four candidates shall be included in the election ballot.
- If only a single person is nominated, the final ballot shall have two options: (1) the sole nominee and (2) none of the above.

Election phase.

Election instructions shall include:

- an announcement of the vacant position(s) and dates of service;
- the link to the election ballot; and
- the voting deadline.

Election ballot requirements:

- The ballots shall allow a member of the electorate to cast only one vote for each open position.
- For each position, the nominees receiving the two highest number of nominations will stand for election.
  - More than two nominees may stand for the election in cases involving ties (see above).
- The entire CEC shall review and validate the election results.
- The Chair of the CEC will disseminate the results of the election to all FCSM faculty and staff.

Special circumstances:

- If there are two candidates and the results are tied, a run-off election shall be held. Increased participation in the run-off election should be encouraged to avoid another tie.
- If there are more than two candidates on the ballot due to ties in the nomination phase, the winner is the candidate who receives a plurality of votes.
  - *Example:* Candidate A receives 17 votes, Candidate B receives 10 votes, Candidate C receives 6 votes, and Candidate D receives 3 votes. Candidate A is declared the winner with a plurality of votes.

## **ONE-YEAR REPLACEMENTS ON COMMITTEES**

An election is not necessary if a member of a non-P&T college standing committee takes a sabbatical or other one-year leave of absence. Instead, the College Council Chair will appoint a replacement to serve during the time of absence. This appointment will be made in consultation with the possible appointee and the appointee's department chair or supervisor; if relevant to a college-wide position, the appointment may also be made in consultation with the college dean.

In alignment with TU promotion and tenure guidelines, committee members on leave from the College Promotion and Tenure Committee must have elected replacements. As required, these replacements must be elected by all tenure-line faculty in the college.

## **SPECIAL BALLOTS AND VOTING BODIES**

The CEC handles special ballots on an as-needed basis.

Appendix B lists the special ballots for which the CEC is responsible. The dean may request other special ballots in unusual circumstances.

All special ballots must be completed by the first Friday in May.

**Appendix A:**  
**Elections for which the College Elections Committee is Responsible**

<b>College Committee</b>	<b>Position</b>	<b>College Electorate</b>
College Council	Student Success Representative	Staff and faculty who work within or are formally affiliated with student success programs
College Council	Teaching Professors / Clinical Faculty Representative	Full-time teaching professors and clinical faculty
College Council	Staff Representatives (3 positions)	Full-time staff
College Council	STEM Education Faculty Representative	Full-time STEM education faculty
College Promotion and Tenure Committee	Departmental Representatives (5 positions)	Tenured and tenure-track faculty, including clinical faculty
College STEM Education Committee	Mathematics and Computer Science Education Representatives (2 positions)	Mathematics and Computer Science Education Faculty and Staff
College STEM Education Committee	Science Education Representatives (2 positions)	Science Education faculty and staff
College STEM Education Committee	UTeach Representative	UTeach faculty and staff
College STEM Education Committee	TU Center for STEM Excellence (TUCSE) Representative	TUCSE Faculty and Staff

*Notes:*

- Departmental representatives on the College P&T Committee are elected by all tenure-line

faculty in the college, not the tenure-line faculty in the home department. This is a university P&T requirement.

- Elections for university-level committees are the responsibility of TU's American Association of University Professors (AAUP). These include elections for the Academic Senate, the Resource Planning and Advisory Committee (RPAC), and the University Promotion, Tenure/Reappointment, and Merit (UPTRM) Committee.
- Elections for departmental representatives on non-P&T committees (e.g., College Council) are the responsibility of the respective departments.

**Appendix B:**  
**Special Ballots for which the College Elections Committee is Responsible**

<b>Special Ballot</b>	<b>Voting Body</b>
Approval of revisions to the college promotion and tenure policy	Tenured and tenure-track faculty, including clinical faculty
Approval of revisions to the college constitution	All full-time faculty and staff

*Note:* The voting procedures for approving a revision of the college promotion and tenure document are described in the [FCSM PTRM policy](#).