

NOMINATIONS COMMITTEE PROCEDURES

Task	Time Frame
1) Email ECAS Senate Admin for list of governance positions be filled	Mid-September
2) Confirm nominations process with Faculty Senate President; (meet if needed)	Mid-September
3) Initial meeting of Nominations Committee – Confirm process; distribute workload	Mid-September
4) Email office of Assoc. Dean of Faculty for database of faculty eligible to be nominated	Mid-September
5) Meet with ECIT to agree on timeline	October
6) Revise faculty database to omit faculty with >50% administrative appointments	Mid to late October
7) Administer division affiliation survey	Early November
8) Program nominations survey i.	Early November
9) Send out nominations survey	November – 2 weeks to respond; reminder after 1 week
10) Send list of Nominations to Assoc. Dean of Faculty (for help to encourage acceptances for high workload committees).	Early December
11) ECIT will inform nominees by email (a single email for all nominations). Invitation to respond.	Notification early December; must respond within one week
12) Committee will receive readout of nomination acceptances, rankings, and comments for each position.	Early December
13) Request comments from Assoc. Dean of Faculty and Chairs (who needs service for tenure, etc).	Early December
14) Nominations committee meets to constitute the ballot.	Late January
15) Send out ballot to be approved by faculty	Early February
16) Accept ballot revisions	Mid-February
17) Solicit candidate statements	Late February
18) Communicate final ballot to ECIT	Early March
19) Send out elections survey – Faculty may vote on positions within their division only.	Late March, with reminder after 1 week
20) Committee receives results.	Late March-Early April
21) Runoff elections where necessary	Early April
22) Candidate notification of results	Early April
23) General Announcement	Mid-April
24) Chair to submit report of Nominations Committee work	May
25) Archive report, current procedures, and nominations	May
26) Elect new Chair	May

