

**SANTA CLARA UNIVERSITY
FACULTY HANDBOOK
APPENDIX A SUPPLEMENT**

FACULTY SENATE ELECTION RULES AND PROCEDURES

I. INTRODUCTION

The following rules and procedures shall govern the elections by members of the Faculty Senate to college grievance committees, the Faculty Judicial Board, college rank and tenure committees, the University Rank and Tenure Committee, the President-Elect of the Faculty Senate, the University Coordinating Committee, the Undergraduate Core Curriculum Committee, and departmental representatives sitting on the Faculty Senate Council. In these Rules and Procedures, the word "college" shall include "school" where appropriate. All references herein to college or university rank and tenure committees shall not apply to the School of Law.

II. ELECTIONS TO BE HELD (see VI. Time and Sequence of Elections)

A. The President-Elect of the Faculty Senate.

B. Committees of the Faculty Senate

1. University and college rank and tenure committees
2. Faculty Judicial Board
3. College grievance committees
4. Undergraduate Core Curriculum Committee

C. University Coordinating Committee. This is not a Faculty Senate Committee but a committee of the university governance system. Two **tenured** faculty members are elected for staggered terms of two academic years. All members of the Faculty Senate are eligible to vote in this election. The President of the Faculty Senate is the third faculty member of this committee.

D. Special elections as required by the Faculty Senate.

III. RESPONSIBILITY FOR CONDUCTING ELECTIONS

The President-Elect shall be responsible for overseeing all elections and validating the election results. All elections will normally be conducted by the Faculty Senate administrative assistant (except for elections for the Faculty Senate Council representatives, whose elections will normally be conducted by the current departmental representative, or representatives in the School of Law, as described in VIII.B.).

It is the responsibility of the President-Elect to see that the positions of officers of the Faculty Senate, of members of elected committees, and of representatives to the Faculty Senate Council (hereinafter referred to as the "Council") are duly filled with properly

elected members, and to communicate the results of elections to all members of the Faculty Senate. The administrative assistant will keep a permanent record of all elections for which the President-Elect is responsible, and retain all ballots and other documents connected with the elections for three years. (Elections of Council representatives are the responsibility of each department or school.)

At the beginning of each academic year, the President-Elect shall review with the administrative assistant (1) these rules and procedures, (2) the synopsis of qualifications in paragraph V.A.1., and (3) a list of the elections that shall be required during the academic year, with a notation concerning the time and sequencing of such elections.

The President-Elect shall also appropriately advise and assist the administrative assistant in connection with procedures concerning elections.

IV. ELIGIBLE VOTERS

A. In the elections of the President-Elect of the Faculty Senate and a **tenured** faculty member to the University Coordinating Committee, all members of the Faculty Senate may vote.

B. In the elections of college grievance committees, Faculty Judicial Board, and departmental representatives to the Council, only those Faculty Senate members of the appropriate college or department may vote.

C. Only those Faculty Senate members who are **tenured** or **eligible for tenure** shall be eligible to vote for the members of the university or college committees on rank and tenure, or in any election affecting procedures or criteria for promotion or tenure.

1. In the election of the at-large representative to the University Rank and Tenure Committee, all **tenured** or **tenure track** members of the Faculty Senate, excepting members of the School of Law, may vote.

2. In the elections of college representatives to the University Rank and Tenure Committee and college rank and tenure committees, only those **tenured** or **tenure track** Faculty Senate members of the appropriate college or division may vote.

D. Faculty on leave or on sabbatical are eligible to vote. They may obtain absentee ballots as described below in VIII.C.3.

E. Emeriti/ae and retired faculty, even though they may still be teaching, may not vote. Faculty on phased retirement, however, may still vote.

V. ELIGIBILITY TO SERVE AND PREPARATION OF BALLOTS

A. Eligibility Qualifications. Eligibility for service in the elected positions is described in and determined by the Faculty Handbook. A college may also elect to impose additional qualifications for elected committees, a record of which shall be kept by the administrative

assistant and inserted into these election rules. (Such additional qualifications shall be ratified or changed only by those members of the college served by said committee.)

1. Qualifications Synopsis. For ease of reference, the following is a synopsis of the qualifications detailed in the Faculty Handbook along with any additional qualifications approved by individual colleges:

a) General. No member of a Faculty Senate elected committee may serve two consecutive terms.

b) Election to any committee precludes eligibility for election to any other faculty committee except a rank and tenure committee. [faculty ballot: May 27, 1998]

c) Rank and Tenure Committees:

(1) Faculty members shall not serve more than four consecutive years on any rank and tenure committee, and are ineligible for further service on any rank and tenure committee for a period of two years following the end of a term of any length on any rank and tenure committee [faculty ballot: February 7, 2000]

(2) All **tenured** faculty not on year-long sabbatical or leave are eligible for service on the rank and tenure committees as described below. The exceptions for partial sabbaticals and leaves are described in V. D. [faculty ballot: May 27, 1998] Other exceptions are noted in V.A.3.

(3) University Rank and Tenure Committee:

(a) At-large member: All **tenured** full professors of the university are eligible (2.11.1).

(b) College Representative: All **tenured** full professors of the college are eligible.(2.11.1).

(c) No more than one faculty member from any given department may serve on the University Rank and Tenure Committee at the same time. [faculty ballot: May 2, 2005]

(4) College Rank and Tenure Committees: All **tenured** full professors and **tenured** associate professors are eligible (2.11.2.1).

(a) In the College of Arts and Sciences, the following additional restriction holds:

No more than one faculty member from any given department may serve on the College Rank and Tenure Committee at any time. [Board of Trustees approval: May 10, 1996]

(b) In the Leavey School of Business, the following additional restrictions hold:

(i) No more than one faculty member from any given department may serve on the School Rank and Tenure Committee at the same time.

(ii) The membership of the committee shall include one representative from each department. [LSB faculty ballot October 2003]

(c) In the School of Engineering, the following additional restriction holds:

There should be at least one member representing each of the following four undergraduate degree programs: Electrical Engineering, Computer Engineering, Civil Engineering, and Mechanical Engineering.

(d) In the School of Education, Counseling Psychology, and Pastoral Ministries, the membership of the committee shall include one representative from Education, one from Counseling Psychology, and one at-large member. In addition to the Education and Counseling Psychology faculty, the at-large candidates shall include Religious Studies faculty who teach in Pastoral Ministries. [faculty ballot September 2003]

d) College Grievance Committees: All **tenured** faculty in the college, other than department chairs, are eligible (3.10.1.2).

e) Faculty Judicial Board: All **tenured** faculty are eligible (3.10.2.1).

f) Faculty Senate President-Elect, and representatives to the Council: All members of the Faculty Senate are eligible.

2. Concurrent Service and Eligibility:

a) A person sitting on a college rank and tenure committee, if otherwise qualified, shall be eligible for election to the University Rank and Tenure Committee and, if elected, shall relinquish the position on the college rank and tenure committee.

b) Election to the rank and tenure committees precludes serving on any other elected faculty committee. If an individual faculty member is elected to a rank and tenure committee, he or she will have to resign from any other elected committee, and will not be eligible for election to another committee

until his or her term on the rank and tenure committee has ended.[faculty ballot: May 27, 1998]

(1) The faculties of the School of Engineering, the School of Law, and the School of Education, Counseling Psychology, and Pastoral Ministries may not, in certain instances, be sufficiently large to accommodate the restrictions upon concurrent service in 2.b). In such instances, the restrictions upon concurrent service (but not other restrictions) shall be deemed waived.

(2) Should there be prior service on a rank and tenure committee, grievance committee and/or Faculty Judicial Board, in no case shall an individual participate in any manner in reviewing a decision for which he or she was officially responsible as a member of another committee.

c) If a person is elected simultaneously to two faculty committees, that person will be asked to choose on which of the two committees he or she prefers to serve. [faculty ballot: May 27, 1998]

3. Ineligibility:

a) If, in a given year, an associate professor who is a member of a rank and tenure committee has applied for promotion in rank, that associate professor will resign his or her position on the committee.

b) Service as Faculty Senate President or President-Elect precludes serving concurrently on any other elected faculty committee, including rank and tenure committees.[faculty ballot: May 27, 1998]

c) At the beginning of each academic year, the membership of the elected committees should be reviewed by the President-Elect and administrative assistant to verify that administrative changes or other circumstances have not rendered certain members ineligible or unable to serve. The President-Elect and administrative assistant shall also confer with the President of the Faculty Senate to review the number of members of the Faculty Senate, and then, if necessary, to authorize additional representatives to the Council following the formula found in the Bylaws, III.A. The President-Elect can then authorize the election for the new representatives.

d) When a member of an elected committee becomes ineligible for service on a committee (for example, a member of a grievance committee being appointed chair of a department, a member of a rank and tenure committee being considered for promotion), that member's position should be considered vacant, and someone should be elected to fill the remainder of that term. As mentioned in V.A.4.c), the election should be held as soon as is convenient unless, in the judgment of the President-Elect, the President of the Faculty Senate, and the chair of the relevant committee, because of the work schedule and nature of the committee, the election for the replacement

can be delayed and then held jointly with the next regularly scheduled election for members of that same committee.

e) Conflict of Interest. A married couple or domestic partners may not serve on the same rank and tenure committee at the same time. [faculty ballot: May 2, 2005]

4. Term of service:

a) The term of service for rank and tenure committees is three academic years. The term of service for the University Coordinating Committee is two academic years. The term of service for grievance committees, the Faculty Judicial Board, and the Core Curriculum Committee is three calendar years. No one shall serve two consecutive terms on the same committee.

b) A term of service for a representative to the Faculty Senate Council is normally two years. However, Council representatives may serve as long as their constituency so chooses (Bylaws, IV.B.). The membership of the Council should be so arranged that insofar as possible only half of the representatives are eligible for election in a given year.

Where a term of service is not completed by virtue of leave, serious illness, sabbatical, election to another position (such as a college rank and tenure member being elected to the University Rank and Tenure Committee), or other reasons, a special election shall be held at the earliest convenient time to fill the vacancy so created (see V.A.3.d)). The person elected to fill the vacancy shall serve the length of time necessary to complete the original term.

B. Sample Ballots. A sample ballot, which notes the date of the election, shall be distributed to eligible voters at least 10 calendar days [Faculty Senate Council meeting November 8, 2000] prior to the election. Names of eligible candidates shall be listed on the sample ballot alphabetically with random start. Sample ballots will be sent only to a faculty member's campus office, even in the case of those on leave or sabbatical.

Sample ballots shall indicate continuing members, terms of service, and any exceptions for eligibility to serve.

C. Nominations for Faculty Senate President-Elect. Ballots for election of the President-Elect of the Faculty Senate shall be prepared on the basis of nominations from the full Faculty Senate and/or by a nominating committee appointed by the current President of the Faculty Senate. Prior to being listed on the ballot, each nominee shall confirm his or her willingness to serve.

D. Partial Year Sabbaticals or Leaves. Faculty on partial year sabbaticals or leaves are ineligible as candidates for college rank and tenure committees if they will be absent during the fall quarter. Faculty on partial year sabbaticals or leaves are ineligible as candidates for the University Rank and Tenure Committee if they will be absent during the winter quarter.

E. Emeriti/ae and Faculty on Phased Retirement. Faculty who are emeriti/ae, even though they are still teaching, are not eligible for election. Faculty on phased retirement are eligible for election to committees. However, in view of their years of prior service, their names will not be listed on ballots, unless they expressly notify the secretary and request to be listed.

VI. TIME AND SEQUENCE OF ELECTIONS

A. Elections of college grievance committees and the Faculty Judicial Board shall be conducted and concluded in each college prior to the Thanksgiving holiday in the fall quarter, with persons elected to begin their terms of office on January 1 of the ensuing years. Elections for the Faculty Judicial Board shall be completed before beginning elections for the college grievance committees.

B. Elections to the Core Curriculum Committee shall be held after those for the Faculty Judicial Board and college grievance committees are completed and before the end of the fall quarter.

C. Elections of representatives to the University Rank and Tenure Committee and of the members of the college rank and tenure committees shall be conducted and concluded prior to the end of May in the spring quarter, with persons elected to begin their terms of office the day after graduation. These elections shall proceed in the following sequence:

1. First: in every third year, the at-large representative to the University Rank and Tenure Committee.
2. Second: during any year in which a college is entitled to elect a representative to the University Rank and Tenure Committee, that election shall be held.
3. Third: after the conclusion of the previous two elections, the election of members of the college rank and tenure committees shall be held.

D. All elections described in this section follow completion of those described in Section C. Elections of the President-Elect of the Faculty Senate, and representatives to the Council shall also be conducted and concluded prior to the end of the spring term in each academic year (see Bylaws X.B.), with persons elected beginning their terms of office the day after graduation. Faculty Senate officers shall assume office July 1. [Bylaws XI.B.] These elections shall proceed in the following sequence:

1. First: Election of President-Elect of the Faculty Senate.
2. Second: Election of one **tenured** faculty member to serve a two-year term on the University Coordinating Committee.
3. Third: Election of representatives to the Council in the School of Law and election of departmental representatives to the Council.

VII. VOTING SYSTEM

All faculty elections for Faculty Senate-elected committees shall be based upon a system of approval voting.

Each voter will mark the names of all those candidates of whom the voter approves to fill the vacant position(s). Each such vote of approval will count for one vote in the final tally. If only one position is vacant, the candidate with the greatest number of votes shall be declared the winner. If more than one position is vacant, the corresponding number of candidates with the next-highest numbers of votes shall also be declared the winners. In the event that two or more candidates receive the same total number of votes, the winner shall be determined on the basis of a run-off election. If, among positions to be filled, one position is only for a partial term, the person with the fewest number of votes among those declared winners shall fill the partial term.

Elections for representatives to the Council will also be based upon the system of approval voting if secret ballots are used. Elections for departmental representatives are discussed below in VIII.B. [faculty ballot: January 7, 1992]

VIII. VOTING

A. Voting shall be done by secret ballot. Ballots should be returned in person or by mail and must be received by the announced time and date to be considered valid. Two envelopes are provided with each ballot: one to include the ballot, be sealed, and included in the other envelope; the second envelope is sealed, signed across the seal, and used as a mailing envelope.

B. Elections for departmental representatives shall normally be conducted by the current departmental representative, or if there is none, by someone authorized by the President-Elect. If possible, elections should be held in departmental meetings, using secret ballots, but the elections may be conducted informally barring objections. At least two members of the department must be present for the counting of ballots. One may be the Council member. Individual departments may grant their chair the power to appoint their representative to the Council.

C. Ballots

1. Ballots for the elections to committees and for Faculty Senate President-Elect shall be counted by the Senate administrative assistant and verified by the President-Elect. The signed envelopes containing the ballots shall be discarded before the counting begins. The results shall be communicated to all faculty and announced at Council meetings to be reflected in the minutes.
2. The results of elections of departmental representatives to the Faculty Senate Council (see VIII.B) shall be forwarded to the President-Elect within three working days of the date designated for the end of the election.
3. Absentee ballots may be obtained by a faculty member who will be away on professional business during the election period or who is on leave or on sabbatical. Such a faculty member may obtain an absentee ballot from the administrative assistant, the President-Elect, or the departmental representative to the Council who is in charge of an election, as may be appropriate.
4. It shall be the sole responsibility of the faculty member to inquire about the time of elections and to seek a ballot. The ballot must be returned to the person from whom it was received no later than the announced date and time.
5. Late ballots, even if delayed by mailing services, are to be considered invalid.

IX. REVISIONS OF THESE RULES

The Faculty Senate Council may revise as necessary these Election Rules and Procedures. Adoption and revision of such revised rules shall be with the advice and consent of the Faculty Senate (Bylaws XII.).

Passed: April 16, 1980

Amended: October 22, 1980

February 4, 1981

May 15, 1985

March 11, 1988

July 10, 2005