

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE  
FACULTY SENATE

Senate Document Number SD5521S  
Date of Senate Approval 04/29/2021

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Statement of Faculty Senate Action:

**FWDC 9:** **Additions and Revisions to Election Procedures**  
**Faculty Handbook [Section 10.2.1.3](#)**

**Effective Date:** Fall 2021

**Summary:** This document proposes the inclusion of short candidate statements as part of the election process for faculty senate and faculty elected committees (Committee of Tenured Faculty, Faculty Committee on Hearings, Faculty Grievance Committee, Academic Appeals Board, UNC Faculty Assembly Representatives).

**Rationale:** Providing candidate statements will support faculty in making informed decisions in their vote for their representatives. This seems to be particularly crucial for newer faculty, who are eligible to vote, but because of their relatively short time on campus, are less likely to be acquainted with candidates. Yet, newer faculty are asked to vote for representatives on committees that can have a significant impact on their careers at UNC Asheville (CTF, Hearings, Grievance). In the absence of candidate statements, faculty members lack critical information about how well a candidate might be able to and interested in representing them.

We are also including updates to the description of the election process to reflect the change from paper to electronic ballots. We are further including updates to reflect that faculty in interdisciplinary programs have already been assigned to the three currently existing program areas and do not need to be assigned by the Senate Executive Committee.

**10.2.1.3 Election Procedures ([SD3218S](#))([SD6815S](#))**

In order to prepare ballots, all eligible faculty members must be assigned to one of the three program areas – Humanities, Social Sciences, or Natural Sciences. ~~Eligible faculty members with appointments in interdisciplinary programs (Africana Studies, Arts and Ideas, Humanities Program, Interdisciplinary Studies, International Studies, and Women, Gender, and Sexuality Studies) shall be assigned to one of the three program areas by the Faculty Senate Executive Committee. The Executive Committee shall consult with the faculty members involved and assign them to an appropriate program area based on the most natural affinity of their discipline to the particular program area.~~

The names of faculty who have accepted the nomination by another faculty member for Faculty Senate or an elected faculty committee or who have self-nominated will have their interests noted on the ballot. Nominations and self-nominations must be submitted to a designated FWDC member no less than 5 days prior to the election date. ([SD6305S](#))

ADD: Faculty interested in serving on Faculty Senate or any elected faculty committees are asked to provide responses to the following questions:

1. What is your current position and length of service at UNC Asheville? (25 word maximum)
2. Why are you interested in serving in this position? (50 word maximum)
3. Please describe any relevant interests or experience you would bring to this position. (50 word maximum)

Responses will be collected through a Google Form by the Faculty Senate Administrative Assistant and shared with the faculty as part of the election announcements emails.

If a vacancy should occur on any elected committee, the vacancy shall be filled for the remainder of the term by the faculty member who was runner-up in the appropriate category in the last faculty election. Vacancies to Faculty Senate are governed by procedures defined in Section 3 of the Constitution of the Faculty Senate.

Addition from [SD0889F](#)

- Members of standing committees elected by the Senate shall be elected at the organization meeting of the new Faculty Senate at the end of the academic year. Committees included in this policy are the University Research Council, University Teaching Council, and other standing committees for which Senate elects members. To facilitate this policy, a committee preference form should be completed by each faculty member in the spring to assist in determining faculty preferences for election or appointment to standing committees.

Additions from [SD2682](#)

- If an error is discovered on a circulated ballot, such error must be called to the attention of the Executive Committee prior to the official announcement of the election results. The Executive Committee shall judge whether or not the error is of sufficient magnitude to require the distribution of a new ballot. Once announced, the result of the election is final.
- ~~● The members of the FWDC shall serve as Tellers in all elections. At least two members shall be present to count and sign the tally sheet.~~
- The signed tally sheets shall be a permanent part of the Senate's records.
- Tally sheets may be inspected upon request by any member of the Faculty.
- Write-in candidates are not allowed.
- A ballot marked for fewer than the maximum number of allowable votes shall be valid.

Added by SD2682, Revised by [SD1000F](#)

- In order to conform to the Tenure Policies and Practices of the University, the Committee of the Tenured Faculty, the Post-Tenure Review Committee, the Faculty Committee on Hearings, and the Faculty Grievance Committee shall be elected in said order. These elections shall be completed not later than the first Friday after April 15 of each year. If April 15 is on a Friday, then elections shall be completed no later than April 22.

Additions from [SD1401S](#)

- The ballot for each election will be a web page accessible to faculty for a one week voting time period. Access to this web page will require authentication.
- No records will be kept linking individuals to their specific vote.
- Access to the computer files used to tally and administrate the elections will be restricted to members of FWDC and Administrative Computing. These files will not be viewed during the voting period unless there are extenuating circumstances. In such a case, the Senate Executive Committee will be notified.
- Election software and web pages will be maintained by Administrative Computing in cooperation with the FWDC.
- FWDC will announce the elections using the official UNC Asheville faculty email address, once prior to the voting period and twice during each voting period.
- ~~● After the closing of the voting period, a copy of the tally file will be printed, signed by two FWDC members, and kept by the Secretary of the Faculty Senate.~~
- ~~● After the closing of the voting period, a record will be kept containing information on anyone who has viewed the tally file during the voting period. All entries on this file will be investigated by FWDC and reported to the Senate Executive Committee.~~
- A member of FWDC will be designated to trouble shoot problems during each election period. This FWDC member's name, phone number, and email address will be listed on the election web page.

#### 10.2.2 Faculty Senate (SD0204F)