

THE UNIVERSITY OF NORTH CAROLINA ASHEVILLE

FACULTY SENATE

Senate Document Number SD2624S

Date of Senate Approval 02/08/2024

Statement of Faculty Senate Action:

FWDC 7: **Revise Faculty Handbook Guidelines for Election Schedule**
Faculty Handbook [Section 10.2.1.3](#)

Effective Date: Immediately

Summary: This document removes the required order of elections and provides a suggested timeline to shorten the election calendar. In addition, this document proposes a restructuring of the section on the election procedures to add clarity.

Rationale: Faculty elections are held each spring to fill vacancies on the Committee of the Tenured Faculty, the Post-Tenure Review Committee, the Faculty Committee on Hearings, the Faculty Grievance Committee, Faculty Senate, Faculty Assembly, and Academic Appeals. According to the UNC Asheville Faculty Handbook [Section 10.2.1.3](#), 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. [Section 10.2](#) also states that faculty members cannot serve concurrently on more than one of these four committees. The required order of elections prevents faculty from being elected to more than one of these committees.

To prepare for elections, FWDC receives the official faculty roster at the beginning of February and then works with the University Program Associate for Faculty Senate, Academic Affairs, and Information Technology Services to prepare the ballot for each election. To follow procedures for preview ballots and the one-week voting period, the election season is completed in mid-April, leaving FWDC very little time to complete other committee appointments before the final Senate meeting. This document proposes to remove the requirement for the order of elections and allow multiple elections to run simultaneously. These changes will allow election season to conclude before April. The proposed election schedule will also make the election process more efficient. It will greatly reduce the workload for the faculty and staff running elections, and it will reduce the number of times that faculty must access the election website, which could in turn increase voter turnout.

Revise Section 10.2.1.3 as follows:

10.2.1.3 Election Procedures ([SD5521S](#))([SD3218S](#))([SD6815S](#))([SD1401S](#))
([SD6305S](#))([SD0889F](#))([SD2682](#))

It is suggested that elections are finalized by April 1 to provide sufficient time to complete appointments to other committees before the end of the academic year. However, elections must be completed not later than the first Friday after April 15 of each year. A suggested timeline is as follows:

- Weeks 1 and 2: Solicit nominations and collect nomination statements for all elections.
- Week 3: Elections are held for the Post-Tenure Review Committee, Faculty Senate, and Faculty Assembly. Ballots are previewed two days prior to elections.
- Week 4: Continue soliciting nominations and collecting nomination statements for the second set of elections.
- Week 5: Elections held for Committee of Tenured Faculty, Hearings Committee, Grievance Committee, Academic Appeals Board. Ballots are previewed two days prior to elections.

~~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.~~

Nominations

The names of faculty who have accepted ~~a 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. ~~A faculty member cannot serve simultaneously on more than one of following committees and therefore cannot accept a nomination for more than one of these elections if they are occurring concurrently: the Committee of the Tenured Faculty, Post-Tenure Review Committee, Faculty Grievance Committee, and Faculty Hearings Committee.~~

Faculty interested in serving on Faculty Senate or any elected faculty committees are asked to provide responses to the following questions ~~by Friday at noon prior to the start of the election:~~

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 those listed in Section 10.3 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.~~

Ballots and Elections

- 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.
- 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 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 with** fewer than the maximum number of allowable votes shall be valid.
- ~~● 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.~~
- 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. **FWDC announces the results following each election.**

- A member of FWDC will be designated to troubleshoot problems during each election period. This FWDC member's name, phone number, and email address will be listed on the election web page.

After Election Period

- 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.
- 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.

10.3 Committees Whose Members Are Elected by Faculty Senate

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. 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 the committees listed in Sections 10.3 and 10.4.

10.3.1 Distinguished Scholars Committee (revised by [SD5500S](#)) ([SD0708F](#)) ([SD9216S](#))

Purpose

1. To consult with the Chancellor on selection of candidates for Honorary Degrees
2. To select the Highsmith Distinguished Visiting Scholar and to arrange for the residency
3. To make a nomination to the Chancellor annually or when advisable for a recipient of the Oliver Max Gardner Award, a distinction granted yearly by the Board of Governors to that faculty member on one of the sixteen campuses who has "made the greatest contribution to the welfare of the human race" during the year
4. To consider sponsorship of other scholars who may from time to time be available for temporary university duties

Membership

Four faculty members nominated by FWDC in consultation with the Chancellor and elected by the Faculty Senate for two-year staggered terms. One member is from each division and one is at large. Service on the committee begins at the first faculty meeting of the fall semester and runs to the same time of the following year.

Reporting

The committee shall report to the Senate and the Provost and VCAA annually, and shall deposit copies of any minutes in the Senate files.

Recommendations to: Chancellor