Modification of Procedures for Voting on Campus Level Committees

WHEREAS, Article 2, Section 3(B)(3) of the Faculty Personnel Policies does not provide any direction as to faculty who are able to vote on the membership of Campus Level Committees;

WHEREAS, consistency across the campus in the voting electorate is necessary to ensure a uniform and fair process;

WHEREAS, Campus Level Committees consider only the cases of tenured or tenure-track faculty;

WHEREAS, the existing policy implies a requirement that elections to Campus Level Committees take place by paper ballot, yet such elections may be more efficient and equally secure when conducted electronically;

THEREFORE, BE IT RESOLVED THAT the University of Illinois at Springfield Campus Senate approve the following changes to Article 2, Section 3(B)(3) of the UIS Faculty Personnel Policies.

ARTICLE 2

UNIFORM PERSONNEL COMMITTEE OPERATING AND ELECTION PROCEDURES
Section 3. Election Procedures

Under Article 5 (Reappointment), Article 6 (Promotion), Article 7 (Tenure), and Article 8 (Sabbatical Leave and Awards) personnel decisions which require review by various levels of committees and administration are provided for. The composition of each of the personnel committees and the procedures to be used in the election of faculty members and students to the different committees—Department Personnel Committees (DPC), College Level Personnel Committees (CLPC), the Campus Promotions Committee (CPC), the Tenure Review Committee (TRC), and the Campus Sabbatical and Awards Committee (CSAC)—are as follows:

... B. Nomination and Election Procedures

... 3. Campus Level Committees

The Vice Chancellor for Academic Affairs has responsibility for overseeing the nomination and conducting the election processes for the Campus level committees. All elections will be conducted in accordance with the Campus Academic Personnel Calendar and by the use of on-campus, inter-office mail. The voting electorate for Campus Level Committee membership is limited to tenured or tenure track faculty. Whether conducted by paper or electronically, the ballots will be accompanied by return envelopes which distributed in a manner that ensures that the vote can be authenticated and the ballot shall remain voter’s name kept anonymous.

Once the list of faculty members willing to serve on the three campus level committees is received by the Vice Chancellor for Academic Affairs, electronic or paper ballots will be prepared. A member of the Steering Committee of the Campus Senate, designated by the Chair of the Campus Senate, will be present to
review the names of faculty members nominated as the names are placed on the ballot and to observe the process as the ballots are opened and counted.

The election of members to each of the three campus level committees will be conducted on the same master ballot. The ballot will identify the committee for which the election is being conducted, the candidates for each committee and the number of years (term) for which the persons being elected will serve. Provision for write-in candidates will also be provided for each committee listed on the ballot. In the case of the TRC, the seven (7) faculty members receiving the most votes, individually, will be those elected to serve, provided, however, that no more than two (2) are elected from each College. Similarly, for the CPC, the four (4) faculty members receiving the most votes in their respective Colleges and the two (2) receiving the most at large votes will be elected to serve.

The CSAC membership will be determined by taking the four (4) faculty members receiving the most votes in their respective Colleges.

Once all elections are completed, and those chosen to serve identified, the VCAA will notify the campus in writing of the new committee membership. The notification will specify that the election was administered under the terms and provisions of this Policy.