Modification of Procedures for Filling Campus Level Committee Vacancies

WHEREAS, Article 2, Section 3(B)(3)(a) of the *Faculty Personnel Policies* describes the procedures involved in filling vacancies on a Campus Level Committee, yet that policy is vague and lacks detail as to the details of how the process should work;

WHEREAS, committee vacancies may or may not occur with enough advance notice to hold an election for a replacement, and clear policies are necessary to address each situation;

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

ARTICLE 2

UNIFORM PERSONNEL COMMITTEE OPERATING AND ELECTION PROCEDURES

Section 3. Election Procedures

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B. Nomination and Election Procedures

...
3. Campus Level Committees

... 

a. Filling Vacancies

From time to time, personnel committee members may resign their positions on the committee before their specified term of service ends. Should the vacancy be created at a time during a term which would allow little or no time for a replacement to be elected through the normal processes of nomination and election, the committee on which the vacancy occurs shall appoint a faculty member to the committee for the balance of that academic year.

Notice of the vacancy must be to all appropriate faculty members before the appointment. The faculty member appointed must qualify for the position being filled. For example, if the position vacated is one in which the person represented a particular College, the replacement must also represent that College. Once appointed, the committee shall inform the faculty in writing of the appointment.

The time allowed for both the nomination and election processes will be decided after a review of the appropriate dates by which the committee in question must conclude its recommendations according to the Campus Academic Personnel Calendar.

*If the vacancy occurs more than three weeks prior to the date on which the committee will commence its work according to the Academic Personnel Calendar, a special election will be held to select a replacement.* All notices and ballots will specify the committee for which the nominations are sought or elections conducted, the position which is being filled, e.g., an at large position or one to be filled by a
representative of a particular College, and the time remaining to be served on the committee by the member being nominated and elected.

b. **Filling Vacancies – Special Circumstances**

*Should the vacancy be created more than three working days but less than three weeks prior to the date on which the committee will commence its work according to the Academic Personnel Calendar, or if the vacancy exists during the summer and the committee is called upon to take official action during that time, the Senate Executive Committee in consultation with the Provost shall identify two eligible faculty, each of whom agrees to serve on the committee until the beginning of the following academic year if selected. The replacement shall be chosen by lot from the two selected names. No replacement shall take place if the vacancy arises less than three working days prior to the date on which the committee will commence its work according to the Academic Personnel Calendar.*

*Notice of the vacancy must be sent by the Vice Chancellor for Academic Affairs to all tenured and tenure track faculty members, and shall include information as to whether or not an election will be held in accordance with the policies in this Section. The faculty member appointed must qualify for the position being filled. Once appointed, Vice Chancellor for Academic Affairs shall inform the faculty in writing of the appointment.*