The Associate Dean of the college will initiate the election process. Three department chairs will act as election judges, one from the Departments of Art, Music, and Communication/Theatre, one from the Departments of Humanities and English, and one from the Departments of Social Sciences and Psychology. The judges are responsible for implementing the election procedures listed below.

In order to comply with the faculty's desire for fair and proportional representation from the several areas of the College, the annual elections will be divided into four rounds. In Round one, the faculty nominate and elect the College Representative to the University Promotion and Tenure Committee. In Round Two, Chairs of the Faculty Personnel Advisory Committees (FPACs) will be elected. In Round Three the other members of each Faculty Personnel Advisory Committee will be elected. In Round Four, a seat on the Graduate Council will be filled by an election held within the area needing representation (Visual and Performing Arts; Humanities/English; or Psychology/Social Sciences). Only graduate faculty from the area needing representation are eligible to vote in Round Four.

Given the special importance and demands of service on the Faculty Personnel Advisory Committee, a faculty member who does not wish to stand for election to FPAC, either as chair or member, must inform the election judges of this decision in writing: the withdrawal memorandum becomes a part of the faculty member's personnel file. Similarly, any faculty member eligible for election to the University Promotion and Tenure Committee who does not wish to be considered for nomination and election to this office must inform the election judges in writing. This memorandum of withdrawal becomes a part of the faculty member's personnel file.

A person who plans to apply for tenure or promotion consideration should inform the election judges of this intention in writing in advance of Round One; the withdrawal memorandum becomes a part of the faculty member's personnel file.

The Faculty of the College will be informed of results as each Round of elections is completed.

I.C.1. Nomination and Election of College Representative to University Promotion and Tenure Committee

Round One--Election of College Representative to University Promotion and Tenure Committee

A. During the first week in March in any academic year in which the term of office for the College of Liberal Arts Representative to the University Promotion and Tenure Committee expires, the election judges will circulate a list of eligible faculty and solicit nominations from the faculty. All full-time tenured Full-Professors will be eligible for nomination and be included on the list, unless they have petitioned to have their name withheld from the list in
writing. All full-time tenure track faculty may submit nominations to the election judges.

B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees will be prepared and distributed to all full-time tenure-track faculty. Sufficient time (three working days) is allotted for voting in ballot boxes located in the Department Offices.

C. Full-time tenure track faculty will vote for one candidate. If one nominee receives a majority of the votes cast for a position, that person is elected. If no majority is attained, a run-off election will be held between those nominees receiving the two highest vote totals. Ballots containing these two names will be prepared and distributed immediately following the first election. If a tie occurs among more than two, then all those involved will be included in the runoff. In the event of other complications, the election judges will meet with the candidates and work out a mutually agreeable solution. The results of any such agreements will be reported to the Faculty. Sufficient time (three working days) is allotted for voting in ballot boxes located in the Department offices, but the election should, in all cases, be concluded before the end of the second week of March.

D. If the position of College Representative to the University Promotion and Tenure Committee become vacant a special election, following the procedures outlined above, will be held to fill the vacancy for the remainder of the term.

E. The College Representative to the University Promotion and Tenure Committee also serves as one of the College Representatives to the University Faculty Development Leave Committee. The successful candidate may elect to be exempt from obligation for other elective offices and from major appointive service obligations during the term of service on the University Promotion and Tenure.

I.C.2 Election of FPAC Chairs and Committee Members

Round Two—Election of FPAC Chairs

A. Immediately following the election of Faculty Senators, conducted by the Faculty Senate, a memorandum is sent from each department to all full-time or permanent half-time faculty, soliciting nominations for the Chair of the Faculty Personnel Advisory Committee in serving that department. (Only tenured full-time faculty are eligible for service on FPAC.) The FPAC chair serves a one-year term.

B. When sufficient time (three working days) has been given for the nominations, a ballot listing the nominees from that department is prepared and distributed to the members of the department. Sufficient time (three working days) is allotted for voting in ballot boxes located in the Department Offices.
In the FPAC Chair elections, faculty vote in each department for one candidate. If one nominee receives a majority of the votes cast for a position, that person is elected. If no one receives a majority of the votes cast, a runoff between the top two vote-getters is held. Runoffs will be conducted as outlined above in Round One, C.

Replacement of FPAC Chairs: If the position of an FPAC Chair becomes vacant, then the remaining members of that FPAC will choose the new chair. This change will be reported to the faculty.

Round Three--Election of Members of FPAC

Only full-time tenured members of the faculty are eligible for election to FPAC. In each department, a ballot listing the names of all persons eligible for FPAC service, excluding the previously elected Chairs, will be distributed to all voting faculty in that department. (A full-time tenured faculty member who does not wish to be considered for election to FPAC must notify one of the election judges of this withdrawal in writing during Round One of the election.)

Members of the Department Personnel Committees shall serve staggered two year terms. Upon election of the first Department Personnel Committees, two members will be designated to serve a one-year term, and the remaining elected members will serve for two years. The election Committee shall randomly determine which two of the elected members are to serve a one-year term; all other elected members of the Department Personnel Committees will serve two-year terms.

Faculty will vote for two (2) nominees. The two nominees receiving the greatest number of votes for each Department will be elected. The nominee with the third highest number of votes for each Department will be the alternate and shall take office on FPAC should an elected member resign or leave the Committee for any reason. The alternate may serve in place of a member who declares a conflict of interest in a particular case. The Associate Dean may serve as an alternate in extraordinary circumstances.

College Representation to the University Faculty Development Leave Committee:

The University Faculty Development Leave Committee is composed of two tenured, elected representatives from each college. The Liberal Arts faculty member elected to serve on the University Tenure and Promotion Committee will automatically become the first representative to the Development Leave Committee, serving for the term length corresponding to his or her term on the University Tenure and Promotion Committee. The second representative will be elected from among the three FPAC Chairs by the three FPAC Chairs (themselves tenured, elected representatives from the College). This faculty representative to the Development Leave Committee must not be from the same disciplinary area (Visual and Performing Arts;
English/Humanities; and Psychology/Social Sciences) as the first representative. The second representative serves a one-year term on the University Faculty Development Leave Committee. This corresponds to the faculty member’s one-year term as FPAC Chair.

Round Four:

I.C.3 Election to the Graduate Council
(Adopted Feb. 23, 01; Revised July 1, 2001; May 7, 2003, October 2008)

The election of Liberal Arts members to the Graduate Council will be held in Round Four.

The College of Liberal Arts will elect one representative from each of the following disciplinary areas: 1) Art, Music, and Communication/Theatre, 2) Humanities and English, and 3) Social Sciences and Psychology.

One seat is reserved for each of the three areas described above. Only Graduate Faculty from that area are eligible to vote for their representative. Faculty members who wish to make a nomination for Graduate Council representative must obtain permission of the faculty member. Only Graduate Faculty may nominate, vote, and serve. The election of Graduate Council representative will normally be held in the Spring following the Faculty Senate election. A nominee's approval to be nominated should be obtained. The election judges inform each nominee. If a faculty member does not wish to be considered for these positions because of election to a position in round two, he or she should notify one of the election judges in writing within two days after being elected to the position.

When sufficient time (three working days) has been given to nominations, a ballot is prepared and sent to all faculty. Each faculty member is to vote for one person in each race. Run-offs will be conducted as outlined above in Round One, C.

If a representative resigns before the end of his or her term, the Coordinating Committee will appoint a substitute from the area needing representation. This faculty member will serve the remainder of the vacating representative’s term.

I.C.4 College Representation on the University Faculty Development Leave Committee

The University Faculty Development Leave Committee is composed of two tenured, elected representatives from each college. The Liberal Arts faculty member elected to serve on the University Tenure and Promotion Committee will automatically become the first representative to the Development Leave Committee, serving for the term length corresponding to his or her term on the University Tenure and Promotion Committee. The second representative will be elected from among the three FPAC Chairs by the three FPAC Chairs (themselves tenured, elected representatives from the College). This faculty representative to the Development Leave Committee must not be from the same disciplinary area (Visual and Performing Arts; English/Humanities; and Psychology/Social Sciences) as the first representative. The second representative serves a one-year term on the University Developmental Leave Committee. This
corresponds to the faculty member’s one-year term as FPAC Chair.