1. It is the responsibility of the department chair/school director to initiate and supervise the process for the election of the Department/School Evaluation Committee.

2. Questions on procedures and eligibility shall be addressed to the College Elections Officer, who may consult with the Office of Academic Personnel or the Executive Committee of the Faculty Senate as needed.

   Election challenges concerning violation of procedure shall be adjudicated by the University Elections Committee.

3. Annually, at the very start of the academic year, the department chair/school director shall call for nominations for the three positions on the Department/School Evaluation Committee. Only tenure-track faculty within the department/school who are members of bargaining unit 3 are eligible to make nominations. There is no limit to the number of nominations a faculty member may make but each nomination must be in writing and bear the signature of the person making the nomination to affirm that the nomination is coming from within the department/school. Nominees must be tenured members of bargaining unit 3 and at the rank of Professor or Associate Professor. Faculty in the Faculty Early Retirement Program are not eligible to serve on a Departmental Evaluation Committee unless (a) the period of active employment must span the period of the Committee’s work, and (b) the appointment is approved by the College Dean. Although faculty within departments/schools who are on sabbatical or difference-in-pay leaves are under no obligation whatsoever to perform departmental/school service during their leaves, they are eligible to serve on their department's/school's evaluation committee, provided that they freely choose to do so (without undue pressure or solicitation by their colleagues) and, in addition, agree to review the files for all review cycles and to attend all meetings throughout the entire academic year, including cycles and meetings that occur during the time they are on leave.

   Nominees must be from within the department/school or from a related academic discipline. Standard nominating forms shall be used. (See Attachment A)

4. Members of a Department/School Evaluation Committee cannot
concurrently serve on the College Evaluation Committee or the University Evaluation Committee. They may, however, be elected to other departmental/school evaluation committees. Department/School Evaluation Committee members who are undergoing a Periodic Evaluation may serve on the Department/School Evaluation Committee but must recuse themselves when they are being evaluated. Also, department chairs/school directors cannot serve on the evaluation committee within their own department/school but may be elected to other department committees.

5. What constitutes a related discipline is a matter to be determined by the probationary and tenured faculty of each department/school through the elections process.

6. If fewer nominations are received than positions available, nominations shall automatically be extended for a period of three days to allow for additional nominations. All members of the department/school shall be informed in writing of this extension. If there are still fewer nominations than positions, an election shall be held for the nominees available and then the vacancy filled by starting a new election at step 3.

7. If, after nominations are closed, there are two or more nominees per position from within the department, nominees from related disciplines shall be eliminated. In applying this provision when there are two or three positions, follow the guidelines below:

   a) **Three positions**

      If there are at least two Associate Professor nominees from within the department/school, then Associate Professors from outside the department/school are excluded.

      If there are six or more nominees from within the department/school and four or more of them are Professors, exclude all nominees from outside the department/school.

   b) **Two positions**

      If there are at least two Associate Professor nominees from within the department/school, then Associate Professors from outside the department/school are excluded.

      If there are four or more nominees from within the department/school
and two or more of them are Professors, exclude all nominees from outside the department/school.

8. The nominating period shall extend for five working days after the day that the call for nominations is placed in department/school faculty mail boxes. The list of nominees shall be publicly posted in the department/school office as nominations are received.

9. Only tenure track faculty within the department/school who are members of bargaining unit 3 may vote in department/school evaluation committee elections. This means that department chairs/school directors and other unit-three non-MPP administrators with faculty appointments in a department/school may vote.

10. Ballots shall be distributed within three working days after nominations close, using the normal Senate procedures for confidential voting. Ballots must be received in the department/school office no later than four working days after they are placed in the department/school faculty mail boxes.

11. Ballots shall be prepared and tallied as follows:

   a) The name of every eligible nominee shall be placed on the ballot.

   If there are more qualified candidates than positions, a ratification/election ballot shall be used (Attachment B). Otherwise, only a ratification ballot will be needed (Attachment C), except for the following special case. If there are more candidates than positions, if no associate professor is currently on the committee and if the number of professor candidates is less than the number of positions, then a ratification ballot shall be used for the professor candidates and a ratification/election ballot used for the associate professor candidates.

   b) Ballots shall be opened and counted by the department chair/school director and the college elections officer (or designee for the latter).

   Whenever there is one candidate per position, a candidate is ratified upon receiving a majority of the "acceptable" votes among the valid ballots cast.

   d) At this point the election is over. If any positions remain unfilled (due to candidates not being ratified), then a new election will be called to fill those remaining vacant positions.

   e) For ratification/election ballots, evaluate ratification first. A candidate is ratified upon receiving a majority of the "acceptable" votes among the valid
12. If the evaluation timetable requires action of a particular department/school evaluation committee and the department committee is not up to full strength because of failure of the first election cycle to yield three members or because a position has been vacated for any reason, the committee, even at reduced strength, shall complete its responsibilities under the timetable. However, a special/runoff election shall be held at the earliest opportunity to bring the committee up to full strength.

13. All members of the department/school are to be notified in writing of the outcome of each election. Results of the election are to be sent to the College Office, the Faculty Senate Office and the Office of Academic Personnel.

14. All election materials shall be retained in the department office for 30 calendar days after ballots have been counted. These materials shall be available for inspection in the department office. To be valid, election challenges must be filed in writing with the University Elections Committee within five working days from the date that notification of election results are placed in faculty mail boxes.

Attachment A

DEPARTMENT/SCHOOL EVALUATION COMMITTEE NOMINATION FORM

DEPARTMENT/SCHOOL OF ___________________________

[Note: Only tenured members of bargaining unit three at the rank of Professor or Associate Professor (not under consideration for promotion during the academic year) are eligible to be nominated. No department chair/school director may be nominated for the department evaluation committee within her or his department. No member of the University Evaluation Committee is eligible to serve on a department evaluation committee. No member of a college evaluation committee is eligible to serve on a department evaluation committee within his or her college. Faculty in the Faculty Early Retirement Program are not eligible to serve on a Departmental/School Evaluation Committee.]

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Committee unless (a) the period of active employment is all three quarters of the academic year, and (b) the appointment is approved by the College Dean.

Printed name of person being nominated

_____________________________________________         ___________________
Signature of person being nominated                                                 Date
(This signature indicates a willingness to accept the nomination.)

Printed name of person making the nomination

_____________________________________________        ___________________
Signature of person making the nomination                                        Date

[Note: Only persons within the department who are tenure-track faculty and members of bargaining unit three may make nominations. A person within the department may nominate herself or himself. There is no limit to the number of nominations per person.]

Attachment B

DEPARTMENT/SCHOOL EVALUATION COMMITTEE
ELECTION BALLOT

DEPARTMENT/SCHOOL OF ___________________________

The persons below were nominated to serve on the Department/School Evaluation Committee. There are ______ openings on this committee. This is a two-part ballot, both parts need to be completed.

1. In the ACCEPTABILITY columns, please mark either "acceptable" or "unacceptable." Failure to vote on acceptability will have the same effect as voting "unacceptable."

2. In the RANK column, please rank order all candidates (including those marked unacceptable) by marking "1" by the name of your 1st choice (most preferred) candidate, "2" by the name of your 2nd choice candidate, "3" by the name of your 3rd choice candidate, and so on.

[Note: Only tenure-track faculty who are members of bargaining unit three are eligible to vote.]

ACCEPTABILITY

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Candidate</th>
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RANK

<table>
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<tr>
<th>Vote</th>
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Attachment C

DEPARTMENT/SCHOOL EVALUATION COMMITTEE
RATIFICATION BALLOT

DEPARTMENT/SCHOOL OF ___________________________

The persons below were nominated to serve on the Department/School Evaluation Committee. They are unopposed for the position(s). Please vote on ratification for each of these candidates by marking in either the "acceptable" or "unacceptable" space next to each candidate. Failure to vote for a candidate will have the same effect as voting "unacceptable."

[Note: Only tenure-track faculty who are members of bargaining unit three are eligible to vote.]

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<thead>
<tr>
<th>ACCEPTABILITY</th>
<th>Acceptable</th>
<th>Unacceptable</th>
<th>Candidate</th>
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