

CALIFORNIA STATE UNIVERSITY, EAST BAY

DESIGNATION CODE: 07-08 DLASS 1

DATE SUBMITTED: October 2, 2007

TO: The Academic Senate

FROM: The College of Letters, Arts & Social Sciences

SUBJECT: Revised CLASS Election Procedures

PURPOSE Action by the Senate

ACTION

REQUESTED: That the Academic Senate approve the revised CLASS election procedures, which become effective when accepted by a majority of the regular members of the College Faculty through a mail ballot and approved by the Senate

BACKGROUND

INFORMATION: The attached CLASS Election Procedures were accepted by the CLASS Regular Faculty on 5/31/07.

(Ratified 12/8/72)

(Amended 1/9/76; 10/3/78; 5/15/81; 5/31/2007)

California State University, East Bay
COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES

ELECTION PROCEDURES

1.0 The Elections Committee. The Elections Committee of the College of Letters, Arts, and Social Sciences is a standing committee of the College.

1.1 Membership. The Elections Committee of the College shall consist of:

1.1.1 All College faculty who are continuing members of the Academic Senate except that no person may serve on the Committee during the conduct of an election in which that person is a candidate.

1.1.2 The Dean of the College or his/her designee.

1.2 Terms of Office. Members of the Elections Committee shall serve one year commencing within two weeks of the completion of the Academic Senate elections.

2.0 Organization. The Dean of the College or his designee shall convene the Elections Committee and serve as temporary chair until the Committee has elected a regular chair. The Committee may elect a secretary. Any member may be elected to either office.

3.0 Definitions. Quorum and Majority

3.1 Definition of Quorum. One half of the members of the Elections Committee shall constitute a quorum.

3.2 Definition of Majority. A majority vote shall be defined as majority of those present.

4.0 Responsibilities of the Committee.

4.1 Conducting Elections. The Elections Committee shall be responsible for conducting College elections to membership in the Academic Senate, in the standing committees of the Senate, and in the University-wide Promotion and Tenure Committee. The Elections Committee may also conduct other elections in the College at the request of the Dean or of the Academic Senate, except those for College and Department Promotion and Tenure Committees (see item 6.3).

4.2 Counting Ballots and Notification. The Elections Committee or its designated subcommittee shall count the ballots in each election; and the Chair of the Committee shall report the results of the election to the regular faculty of the College, and when appropriate, to the Chair of the Academic Senate. A plurality of votes cast shall constitute election. Tie votes shall be

settled by the Elections Committee by drawing lots or by a similar method. No member of the Elections Committee who is a candidate for office in any election conducted by the Elections Committee shall participate in the counting or notification process.

- 4.3 Consultation. The Committee may consult with the Dean and the CLASS Council about recommendations on procedures and policy regarding College elections.

5.0 Elections to the Academic Senate and Standing Committees of the Senate.

- 5.1 Call for Self-Nomination. Not later than April 20, the Elections Committee shall send to all regular faculty members of the College, a notification of the vacancies to be filled in the Academic Senate and Standing Committees, along with a call for self-nominations.
- 5.2 Call for Nominations by Petition. Using the returned self-nomination forms, the Elections Committee shall draw up a preliminary list of nominees and send it to all regular faculty members of the College, along with a call form nominations by petition. Nomination-by-petition forms shall require the signatures of the nominee and five regular faculty members of the College.
- 5.3 Composition of the Ballot. Using the returned self-nomination forms and nomination-by-petition forms, the Elections Committee shall attempt to compose a ballot which provides two candidates for each post. In the event that two candidates for each post cannot be obtained, the Committee shall provide for each election at least one more candidate than the number of positions to be filled. In meeting its obligation as described above, the Committee may:
 - 5.3.1 Make additional nominations with the agreement of the nominee, or
 - 5.3.2 If the method described in 5.3.1 fails to produce at least one more candidate than the number of positions to be filled in each election, transfer a candidate from one position to another, with the consent of the nominee; and in the case of a nominee by petition, with the consent of the nominee and the five petitioners.
- 5.4 ~~Mail Ballot~~ –Issuance- and Notification. The Elections Committee shall conduct the elections to the Academic Senate and Standing Committees by mail or electronic ballot.
- 5.5 Election Results. The Elections Committee shall send a notice of election results to regular faculty member of the College, immediately following the election.
- 5.6 Other Elections. Other College elections shall be conducted in the manner described in Sections 5.1 through 5.5 above.

6.0 Elections to the University, College, and Department Promotion and Tenure Committee.

- 6.1 University Promotion and Tenure Committee. Under the Promotion and

Tenure document (approved May, 1976), the Dean of the College is responsible for conducting the election to determine College membership on the University Promotion and Tenure Committee (Section 12.1.2). College representative(s) shall be nominated and elected to the University Committee according to the election procedures established in Sections 5.2 and 5.3 above, provided that only one person can be elected from a department.

6.2 College Promotion and Tenure Committee. The Dean of the College or his designee, with the cooperation of the department chairs of the College, is responsible for conducting the elections of the College Promotion and Tenure Committee.

6.3 Department Promotion and Tenure Committees. Department Chairs shall conduct the elections of their respective Department Promotion and Tenure Committees.

6.4 Revision of Procedures. If future revisions in the Promotion and Tenure document require modification of these procedures, the Elections Committee is empowered to make necessary revisions, which shall be valid for one year. Permanent revisions in the procedures will be submitted by the Committee to the Dean and the regular faculty members of the College for approval by a majority vote.

7.0 Procedures for the Selection of an Associate Dean of the College of Letters, Arts, and Social Sciences.

7.1 As soon as the Dean learns that the election of a selection committee is necessary, the Dean shall notify the College Elections Committee. The Elections Committee shall make arrangements for the election of the selection committee.

7.2 The selection committee shall include four tenured, regular faculty members, each from a different department of the College, chosen by procedures ordinarily used to elect the College of Letters, Arts, and Social Sciences members of the Academic Senate (Sections 5.2 and 5.3); a fifth committee member shall be appointed by the Executive Committee of the Academic Senate from the University Faculty, excluding members of the College of Letters, Arts, and Social Sciences.

7.3 The selection committee shall consult with all department chairs of the College and any other appropriate groups or individuals.

7.4 The Dean shall convene the committee of selection for its first meeting as soon as possible after it is elected. At this meeting the Dean shall deliver the charge to the committee and shall review the duties associated with the position.

- 7.5 A job description shall be agreed upon by the Dean in consultation with the committee. The committee shall then announce that the position is open and shall publish the job description *
- 7.6 The announcement that the position is open shall include a statement of the latest day on which a nomination will be accepted, but the committee shall not be bound to recommend the appointment of a person nominated on or before that date; it shall be free to announce an extension of time for nomination, and to repeat such announcement until it is satisfied that it has received the nominations of the most desirable candidates who are available.
- 7.7 Subsequent to receiving the recommendation of the committee, the Dean will consult with all Department Chairs of the College.
- 7.8 Not later than 15 academic days after the date of recommendation of a selection committee the Dean shall notify the committee in writing either
- (a) that the Dean accepts the recommendation, and will recommend the appointment of the person, or one of the persons, named in the recommendation; or
 - (b) that the Dean will not recommend the appointment of the person, or any of the persons, named in the recommendation, and that it is necessary for the committee to make further recommendation.
- 7.9 If the Dean does not recommend the appointment of the person, or any of the persons, named in the recommendation, the committee shall proceed at once to search further.
- 7.10 Appointment shall be by the President upon recommendation of the Dean.
- 8.0 Interpretations of Elections Procedures. Questions of interpretation of these elections procedures shall be settled by the Elections Committee.
- 9.0 Recall Election. If a petition signed by 15% of the Regular College Faculty and requesting the recall of an officer elected by the College is filed with the College Elections Committee, it shall conduct an election **by** mail on the question, “Shall (name of the officer holder and office he holds) be recalled?” If a majority of those voting favor recall, the position shall be declared vacant and shall be filled as a replacement (see section 5)
- 10.0 Implementation and Amendments. These elections procedures become effective when accepted by a majority of the regular members of the College Faculty through a mail ballot and approved by the Academic Senate. Amendments to these procedures must receive similar approval.

*Action of the Board of Trustees of CSUE requires that the position be filled insofar as possible to meet “Affirmative Action” guidelines set down for institutions of higher education by the Department of Health, Education, and Welfare.