TO: Members of the Student Services Professionals Electorate
FROM: The Executive Committee of the Academic Senate
DATE: April 4, 2016
SUBJECT: Spring 2016 At-large Election of Student Services Professionals Representatives to the Academic Senate

This memo begins the process for the Spring 2016 university-wide Student Services Professionals election, which will include the following item:

- One Student Services Professional Representative to the Academic Senate, two-year term (16-18) *(Academic Senate meetings are held 1-2 times a month, on Tuesdays, from 2-4 PM)*

The Bylaws of the University Faculty provide for two, staggered at-large seats for Student Services Professional Representatives on the Academic Senate. Article X, Sections 1 and 2 of the Bylaws state:

“The Student Services electorate is defined as those student services professionals (in both the Academic Affairs and Student Affairs Divisions) classified SSP III or higher. Questions regarding the interpretation of this definition shall be referred to the Executive Committee for resolution. The Student Services electorate shall elect two (2) representatives to the Academic Senate, one (1) representative to the Committee on Academic Planning and Review, and one (1) representative to the Committee on Instruction and Curriculum. Student Services representatives shall be elected to two-year terms that commence June 15. The terms of the two Academic Senators shall be staggered. In Spring Quarter, the Executive Committee shall request the Secretary of the Academic Senate to arrange for an election to fill the vacancies to be created by expiring terms. Student Services representatives may serve two consecutive terms. The election shall be completed by May 15 and the results of the election shall be certified to the Faculty Marshal, who will announce them to the University.’

If you would like to self-nominate, please complete the form below and return it to the Academic Senate Office, in SF 329, by 5PM on April 8. The Executive Committee will prepare a preliminary list of nominees, after which nominations by petition will be accepted from the electorate. Voting will take place from April 26 through May 9 with results announced by May 12 on the Senate web site:

If there are any questions, regarding this election or the student services professional electorate, please call Sophie Rollins or Mark Robinson in the Academic Senate Office, 885-3671.
I wish to self-nominate for the following position:

☐ SSP Representative on the Academic Senate (16-18)

NAME
____________________________________________________________

DEPARTMENT
____________________________________________________________

SIGNATURE
____________________________________________________________

PLEASE RETURN THIS FORM
TO THE ACADEMIC SENATE OFFICE (SF 329) BY 5:00PM on April 8, 2016

To assure that your nomination is received by the deadline, you may email a scan of this completed form to the Senate Office at sophie.rollins@csueastbay.edu and mark.robinson@csueastbay.edu and then place the original in the campus mail as noted above.