

FACULTY ELECTION PROCEDURES

[BOR-Faculty Union Agreement effective March 1, 2013, pp. 9-10 (as corrected 23 Jan 2015)]

The Faculty Election Commission is the body responsible for conducting the election of Faculty representatives as required by this Agreement and the University of Guam Rules, Regulations and Procedures Manual (RR&PM) and will be responsible for:

1. Scheduling and announcing elections;
2. Certifying the eligibility of candidates;
3. Certifying the eligibility of voters;
4. Conducting the balloting;
5. Certifying and publishing election results; and
6. Arbitrating protests concerning any step of the election process.

A grievance cannot be filed based on any Faculty Election Commission decision.

The Faculty Election Commission shall create and distribute election procedures and rules to be followed in conducting Faculty Elections.

The Faculty Election Commission shall consist of six (6) at-large full-time Faculty members. The full-time Faculty shall elect members in the Spring semester. Faculty Election Commission members will be elected for staggered two-year terms. Every Spring semester, one-half of the members shall be up for election. Their terms shall begin the first day of the following Fall semester. At the beginning of the Fall semester, the Commission members shall choose one of their members to be Chair for that Academic Year.

For Faculty elections, the Office of the Senior Vice President for Academic and Student Affairs (Senior Vice President) will give appropriate clerical assistance and support to the Faculty Election Commission. Also, at the start of each semester, the Human Resources Office will provide the Commission with an updated list of full-time Faculty. Beyond that, there shall be no other involvement of the Administration in the Faculty election process. A grievance cannot be filed against the Office of the Senior Vice President or the Human Resources Office for failure to comply with these provisions.

The Faculty Election Commission deals only with University required elections and have no involvement with the Faculty Union electing its officers or any other intra-union election.

Faculty General Elections

1. Time and Location
 - a. Faculty General Election is held on the first Tuesday and Wednesday in April. The election takes place between 9am and 5pm on both days at the lobby of the RFK Memorial Library.

2. Committees included in the Faculty General Elections:
 - a. Those receiving university-wide votes:
 - i. Promotion and Tenure
 - ii. Faculty Election Commission
 - b. Those receiving unit-wide votes:
 - i. Faculty Senate
 - ii. Academic Review Committees
 1. General Education Review Committee (GERC)
 2. Undergraduate Curriculum Review Committee (UCRC)
 3. Graduate Curriculum Review Committee (GCRC)
 - iii. Student Discipline and Appeals Committee
 - iv. Research Council
3. Eligibility of Voters
 - a. Voters must be full-time faculty, including tenured, tenure-track and non-tenure-track or special appointments. All voters are eligible to vote for all positions, except those for P&T, which require voters to be full-time tenured or tenure-track faculty.
4. Faculty voters fall under one of seven (7) academic units:
 - a. College of Liberal Arts and Social Sciences (CLASS)
 - b. College of Natural and Applied Sciences (CNAS)
 - c. RFK Memorial Library and Enrolment Management and Student Services (RFK-EMSS)
 - d. School of Business and Public Administration (SBPA)
 - e. School of Education (SOE)
 - f. School of Nursing and Health Sciences (SNHS)
 - g. Sponsored and Research Programs (SPR)
5. Preparations
 - a. First 3 weeks in Spring: Schedule a meeting with the Faculty Senate Executive Committee (President, VP and Recorder).
 - i. Update faculty committee memberships and determine which positions are open for the upcoming election.
 - ii. Discuss the timeline according to the following required lead times:
 1. At least 3 weeks before the election: send out the Call for Nominations. Nomination period must be at least 2 full weeks (10 business days). A memo from the FEC Chair will be distributed that states:

*Please fill out the form below in order to nominate yourself or another faculty.
NOMINEES MUST SIGNIFY CONSENT BY SIGNING THE FORM.*

All nominations should be submitted to (the FEC Chair), (office location) by 5:00 p.m. (closing date, which must be at least 2 full weeks since the beginning of the nomination period). Please deposit your nomination form in the sealed drop box at the (drop box location) before the deadline. DO NOT submit nominations forms via E-mail or fax or sliding under my office door.

Attached to this nomination form is a current list of all Faculty Committees with the terms of service. A faculty member whose term on a committee is ending in (election year) and wants to continue to serve will need to seek nomination and run for that position again.

At the close of the nomination period, the FEC chair and at least one FEC member inspect and sort through the nomination forms to make sure that nominees have signed to accept their nomination and that nominees are eligible for the positions for which they are nominated.

No late nominations are accepted. In this case, the FEC chair could recommend to the prospective nominee to rally his/her colleagues to put him/her on the ballot as a “write-in” candidate.

- a. At least 1 week before the election: announce the nominees for each open position.
 - b. Email the director of the RFK Memorial Library to request to use its lobby and a table and 2 chairs for the election.
 - c. Work with Senate Secretary (in the SVP office) to request HRO for latest list of full-time faculty, indicating their academic unit, academic rank, tenure/appointment status
6. FEC Chair prepares the ballots ahead of time and sends out to the FEC for proofreading and approval.
- a. There are two ballots, one for tenured or tenure-track faculty who could vote for all positions, including P&T; another for faculty in non-tenure track or special appointments who are not eligible to vote for P&T.
 - b. The FEC chair makes copies of the ballots or arranges to have the ballots printed by the Senate Secretary and brings it to the election site.
 - c. The same ballots will be provided to eligibility faculty voters who request for absentee voting, which is handled according to the following procedures:
 - i. Prepare the ballot for which the faculty requesting to cast an absentee vote is eligible.
 - ii. Arrange to meet with the faculty member. Allow him/her to vote confidentially. Once finished, ask him/her to put in an envelope and sign across the seal.
 - iii. For tracking, put down the date and time when you received the envelope.

- iv. The envelope will be opened during the election and the ballot inside will be deposited into the ballot box.

7. Actual Election

- a. The election will be for 2 days from 9am to 5pm at the lobby of the RFK Memorial Library.
- b. FEC Chair will schedule “shifts” to be covered by at least one FEC member. Be as equitable as possible by keeping the length of each shift approximately equal among each FEC member.
- c. FEC Chair sets up the election booth according to some guidelines:
 - i. Position the ballot box.
 - ii. Prepare a sign-in list with faculty names (alphabetical by last name) and academic unit. Have another list for FEC use.
 - iii. Arrange the ballots per academic unit. Note that, for each academic unit, there are two types of ballots, one with P&T positions and another without.

8. Counting the Ballots and Certifying the Election Results

- a. The election ends on Wednesday at 5pm. FEC members will count the ballots and determine the results. This usually takes less than 2 hours (5-7pm).
- b. Procedures:
 - i. Ballots will be sorted out by academic unit. The number of ballots for each academic unit and the total (university-wide) number of ballots cast are noted.
 - ii. For votes to be counted, candidates must have received at least 10% of the votes by all eligible voters who voted during the election.
 - iii. The winning candidate might be a “write-in” candidate. In this case, the FEC chair will email the said candidate to find out if he/she accepts the position for which he/she has been elected via “write-in” votes.
- c. Certifying the Results
 - i. FEC must have a quorum (at least four (4) members) during this ballot counting for the results to be certified.
 - ii. Once certified, the FEC chair prepares a memo announcing the election results via email to all full-time faculty through the Director of Integrated Marketing Communication.
- d. Once election results are certified, this will trigger the beginning of the nomination period for elections of the Faculty Senate Executive Committee officers.

Other Elections

1. Faculty Senate Executive Committee Members

- a. Positions are for Faculty Senate President, Vice President and Recorder.

- b. Nomination period runs from when the memo is sent by the current Faculty Senate President until the Thursday one week before the May meeting. The FEC Chair will announce the nominees of this election before the end of the next day.
 - c. Faculty General Election is held on the first Tuesday and Wednesday in April. The election takes place between 9am and 5pm on both days at the lobby of the RFK Memorial Library.
 - d. Election will take place during the first meeting in May. At least two (2) FEC members must be present to conduct the election. The FEC chair will prepare the ballots.
 - e. The FEC chair will prepare a memo to the SVP to report the election results.
2. Committee or Unit-Level Elections
- a. Committee or unit-level elections do not require FEC presence although requests may be received by FEC.
 - b. FEC reserves the right to use the same procedures (including required lead times) used for university-wide elections, i.e., Faculty General Elections, to conduct other elections and to certify the results of said elections. If these procedures are not followed, FEC may witness elections but will not certify the results.