



KEAN UNIVERSITY

Faculty Senate
Willie Hall, W-107

Memorandum

To: University Senate Constituency

From: University Senate Nominations Committee
Patrick McManimon, Chairperson
Matthew Caruso
Connie Hassett-Walker
Cheryl Krause-Parello
Charles H. Murphy
Elizabeth Satchell
Veysel Yucetepe

Date: January 20, 2012

Re: **ANNOUNCEMENT**
Call for Nominations for the Spring 2012 University Senate Elections
Self-Nomination Period: January 20, 2012 to February 18, 2012
This deadline shall not be extended.

Invitation for Self-Nominations. The University Senate Nominations Committee is hereby announcing that it is seeking self-nominations for candidates to fill vacancies on the Senate and all existing University Senate Standing Elected Committees and Letter of Agreement Committees for academic year 2012-2013. The call for self-nomination will begin January 20, 2012. The deadline for receipt of your Self-Nomination Form is 5:00pm, Friday, February 24th, 2012. **Unlike in previous years, self-nominations will be collected online via Qualtrics, at the following URL: http://ku.us2.qualtrics.com/SE/?SID=SV_3gOq3Mj39xWXSfi.**

We urge those considering self-nomination to understand the serious responsibility of serving and attending meetings. Please do not seek elective office at this time if you plan to take a leave of absence, sabbatical leave, faculty exchange, or any other project that would prevent you from serving out the entire term of office.

For a comprehensive listing of the rules governing the nomination and election processes, consult the *Manual for Faculty Senate Nominations and Elections Committees* and the Letters of Agreement for each committee. The manual is available at the Faculty Senate Office or <https://sites.google.com/a/kean.edu/faculty-senate/>.

Rules observed in certifying nominees for the spring 2012 University Senate election:

1. All terms are for two years unless specified otherwise. Members of each respective college shall elect faculty representatives, unless specified otherwise.
2. During any University Senate election, a candidate is eligible to run for the University Senate and/or two committees that include University Senate Standing Elected Committees and Letter of Agreement Committees.
3. No department may have two representatives serving on the same committee at any time.
4. No department may have representation for more than two consecutive terms on any University Senate standing elected committees. No department can succeed a member of the same department (elected or appointed) at least for one year.
5. No individual may serve for more than two terms consecutively regardless of whether the terms were served by virtue of election or appointment.
6. When an appointed member and an elected member are in the same department, the elected member seat holds precedence. An appointed voting member should not be from the same department already represented on the same committee.
7. With regard to the Letter of Agreement committees, at any time, no more than two professional staff from the same division and no more than one professional staff from any one area within a division, as defined in the Letter of Agreement, shall serve on the same committee.

Please note:

1. Specific eligibility criteria for selecting nominees are listed after the committee name, on the following pages.
2. Eligibility of a candidate must be verified by the Nominations Committee, according to the above criteria, criteria for a specific committee, and the *Manual for Faculty Senate Nominations and Election Committees*. This will take place after the nominations period has closed on February 24th, but prior to the publication of the final candidate list in early

March.

A. UNIVERSITY SENATE AND UNIVERSITY SENATE STANDING ELECTED COMMITTEES

1. University Senate: Meeting Times: 1st & 3rd Tuesday 3:15p to 4:20p Executive Board Mtg.
2nd & 4th Tuesday 3:15p to 4:20p General Body Meeting

Vacancies: Ten positions
• Three-year term

Eligibility: • All full time classroom teaching faculty members; full time professional librarians; full time bargaining unit professional staff; non unit managers; administrators.

2. General Education Committee: 9 positions open, as follows:

HSS: 2 positions
BPA: 2 positions
Education: 1 position
NAHS: 1 position
NWGC: 1 position
VPA: 1 position
Prof. Staff: 1 position

Eligibility: Full time faculty members and professional staff.

3. Distance Learning Curriculum Committee: 14 positions open, as follows:

HSS: 1 position
BPA: 2 positions (CJ ineligible)
Education: 3 positions
NAHS: 1 position
NWGC: 1 position
VPA: 2 positions
Administrative Rep.: 2 positions
Library: 1 position
IRC: 1 position

Eligibility: Full time faculty members; librarians; professional staff.

4. University Curriculum Committee: 6 positions open, as follows:

HSS: 1 position
BPA: 1 position
Education: 1 position

VPA: 2 positions
NWGC: 1 position

Eligibility: Full-time faculty members.

5. Writing Emphasis Committee: 6 positions open, as follows:

HSS: 1 position
BPA: 1 position (CJ ineligible)
Education: 1 position
VPA: 2 positions
NWGC: 1 position

Eligibility: Full-time faculty members and librarians.

6. University Appeals Board: 5 positions open, as follows:

BPA: 1 position
Education: 1 position
NAHS: 1 position
VPA: 1 position
Prof. Staff.: 1 position

Eligibility: Full-time faculty members.

7. Assessment Committee: Eight positions

Eligibility: Visual and Performing Arts (2 positions); Nathan Weiss Graduate (1 position); Business & Public Administration (1 position); Natural, Applied, & Health Sciences (1 position); College of Education (1 position); Administrative Reps (2 positions)

B. LETTER OF AGREEMENT COMMITTEES

1. University Promotions Committee: 4 positions open, as follows:

HSS: 1 position
Education: 1 position
BPA: 1 position
NAHS: 1 position

Eligibility: • Tenured full professors.
• Department chairpersons are **ineligible**.

- Due to term limitations and restrictions in the letter of agreement, the following departments **are not eligible to run:**

HSS: Fine Arts; Music; Design

BPA: Management; Marketing, Economics

ED: Communication Science & Education Services; Early Childhood; MSE

NAHS: Nursing; Chemistry/Physics; Biology

2. University Range Adjustment Committee: 5 positions open for election

- Eligibility:**
- Tenured faculty members.
 - Department chairpersons are **ineligible**.
 - Due to term limitations and restrictions in the letter of agreement, the following departments **are not eligible to serve:**
 - HSS:** Psychology
 - BPA:** Public Administration
 - ED:** PERH, MSE
 - NAHS:** Biology, Computer Science
 - VPA:** Fine Arts

3. Career Development Committee: 7 positions open, as follows:

BPA: 1 position
Education: 1 position
NWGC: 1 position
VPA: 1 position
Admin.: 2 positions
Library: 1 position

- Eligibility:**
- Full-time and tenured faculty members and librarians.
 - Professional staff on multi-year contracts.

4. Paid Leave for Unit Professional Staff: 5 positions open

Vacancies: Five positions.

- Two year term.

- Eligibility:**
- Professional staff on multi-year contracts.
 - No more than one per area within division.

5. Professional Staff Peer Review Committee: 6 positions open, as follows:

Academic Affairs: 2 positions
Student Affairs: 2 positions
Institutional Advancement: 2 positions

- Two year term.

- Eligibility:**
- Professional staff on multi-year contracts.
 - No more than two per area within division.

6. Library Personnel Committee:

Vacancies: Four positions.
• Two year term.

Eligibility: • Tenured librarians

7. Untenured Faculty Research Initiative Committee: 8 positions open, as follows:

HSS: 1 position
BPA: 2 positions
Education: 3 positions
NAHS: 2 positions

Note: Due to restrictions in the letter of agreement, the College of Humanities & Social Sciences and the College of Visual & Performing Arts will vote together under the College of Humanities & Social Sciences.

Eligibility: • Full time tenured faculty members.
• Department chairpersons are **ineligible**.
• The following departments are **not eligible to serve:**
 HSS: English
 BPA: Marketing
 ED: Communication Science & Education Services
 NAHS: Geology & Meteorology; Computer Science

8. University Released Time for Research and Creative Works Committee: 12 positions open, as follows:

HSS: 1 position
BPA: 3 positions
Education: 2 positions
NAHS: 1 position
VPA: 3 positions
NWGC: 2 positions

Note: Due to restrictions in the letter of agreement, the College of Humanities & Social Sciences and the College of Visual & Performing Arts will vote together under the College of Humanities & Social Sciences.

Eligibility: • Full-time faculty, librarians, and professional staff.
• Department chairpersons are **ineligible**.
• Faculty applying for released time cannot serve on the committee.

- Due to term limitations and restrictions in the letter of agreement, the following departments **are not eligible to serve:**

HSS: Psychology; English

BPA: Economics; Marketing

ED: SPED

NAHS: Math; Computer Science

9. College of Business and Public Administration Retention and Tenure Committee

Vacancies: Five positions.

- Three-year term.

- One from each of the following departments: Economics; Marketing; Management; Public Administration; Accounting.

Eligibility: • Full time and tenured faculty members only.

- Department chairpersons are **ineligible**.

10. College of Education Retention and Tenure Committee

Vacancies: Seven positions.

- Three-year term.

Eligibility: • Full time and tenured faculty members only from PERH; MSE; and Early Childhood.

- Department chairpersons are **ineligible**.

11. College of Natural, Applied, and Health Sciences Retention and Tenure Committee

Vacancies: Four positions

- Three-year term.

Eligibility: • Full time and tenured faculty members only from Nursing; Computer Science; Biology; Geology & Meteorology; Occupational Therapy; Mathematics.

- Department chairpersons are **ineligible**.

12. College of Humanities and Social Sciences Retention and Tenure Committee

Vacancies: 10 positions.

- Three-year term.

- One from each of the following departments: English, History, Psychology, Sociology, Economics, Music, Theater, Design, Fine Arts, Media/Film

- Eligibility:**
- Full time and tenured faculty members only.
 - Department chairpersons are **ineligible**.

13. Professional Staff Career Development Committee**Vacancies:** Three positions.

- Two year term.

Eligibility: • Professional staff on multi-year contracts.

Please visit the following URL to submit your self-nomination on-line via Qualtrics:

http://ku.us2.qualtrics.com/SE/?SID=SV_3gOq3Mj39xWXSfi.Nominations will be collected **January 20 – February 24, 2012**. Please note the following nominations/elections calendar:

Event	Date(s)
Call for self-nominations	Fri. Jan. 20, 2012
Nominations collected	Jan. 20 – Fri. Feb. 24
Nominations closed	Fri. Feb. 24, 5pm
Publication of final candidate list	Mon. March 12
Election instructions mailed	Mon. March 19
Voting process begins	Mon. March 26
Voting process ends	Mon. April 16, 5pm
Election results announced	Mon. April 23
Reorganization meeting, University Senate	Tues. May 8 th , 10am-12pm