

January 5, 2009

### **Nomination Protocol for Senate and its Committees**

Senate has a number of standing committees and, from time to time, creates ad hoc committees for specific purposes. These committees are constituted according to rules established by Senate. The members are faculty, students, and staff of the university. Some are *ex officio* and others are elected by Senate.

Nominations of non-*ex officio* members are made according to the following procedures. In all cases the candidate nominated must be both able and willing to serve.

1. When a committee specifies that faculty members are to be representative of the faculties, the dean of each faculty is asked to nominate a qualified member of faculty to serve.
2. When a committee specifies faculty as members without reference to representing the faculties, the Clerk will invite members of Senate to volunteer themselves or others. The Clerk is included in this process and may nominate individuals to serve on committees.
3. Student members are nominated through the following process:
  - a. A general notice is issued to all students in late January informing them of the positions available and inviting interested students to submit an application consisting of a statement of the committee the student wants to serve on and why as well as a resume.
  - b. Two nomination committees are formed to select candidates from the student applicant pool – one graduate and one undergraduate. The Graduate Nomination Committee consists of two graduate student Senators, a faculty member of Senate and the Clerk. The Undergraduate Nomination Committee consists of two undergraduate student Senators, a faculty member of Senate and the Clerk. Senate Executive approves the membership of the nomination committees.

### **Protocol for Election of Faculty Senate Members**

When a vacancy for a faculty Senator position comes vacant, the clerk sends a notice to all members of the relevant Faculty inviting them to either volunteer as a candidate for the position or to nominate another. Complete nominations consist of a statement from the candidate expressing willingness to serve along with support for the nomination from three members of this same faculty.

## **Protocol for Election of Student Senate Members**

Elected student members of Senate are required, by the Academic Governance of the University policy, to have served previously or simultaneously as departmental Academic Student Government Representatives.

Election of undergraduate student Senators is managed by the Senate Electoral officer in collaboration with the CASG and takes place in the Winter Term. Election of graduate student Senators is managed by the Senate Electoral officer in collaboration with the GSA and takes place in the Winter Term.