

MEMORANDUM

To: All Undergraduate Student Members of Faculty and Departmental Boards
From: Dr. Betina Appel Kuzmarov, Clerk of Senate
Date: March 11, 2019
Subject: **Call for Nominations: Student Senators**

The Office of the Carleton University Secretariat (Senate) is calling for **nominations for undergraduate student representatives to serve on the Carleton University Senate.**

The University Senate is the highest academic body at Carleton University. The principal activities of Senate include the awarding of degrees, the approval of curriculum, and the establishment of rules and guidelines that apply to the academic work of students. Student Senators are an integral part of the academic governance structure and play an important role on Senate.

The term of service for students on Senate is one academic year, beginning on July 1, 2019 and ending on June 30, 2020.

There are ten (10) elected undergraduate seats on Senate distributed as:¹

- Three members from and elected by the students in the *Faculty of Arts & Social Sciences*
- Three members from and elected by the students in the *Faculty of Public Affairs*
- Two members from and elected by the students in the *Faculty of Engineering & Design*
- One member from and elected by the students in the *Sprott School of Business*
- One member from and elected by the students in the *Faculty of Science*

Requirements:

Students elected to Senate must have been previously elected to a governance position at the faculty or department level.² Additionally, to be eligible to serve as a student member of Senate or on a Senate Committee, students must meet the following requirements:³

1. Be registered at the University in an undergraduate program;

¹ Academic Governance of the University (AGU), Article 3 – Composition of Senate, 3.3.2 Students

² Academic Governance of the University (AGU), Article 4 – Membership, 4.4.3

³ Academic Governance of the University (AGU), Article 4 – Membership, 4.8.1 Undergraduate Students

2. Be registered in at least one course in each of the Fall and Winter Terms in the academic year when they were elected and during their period of service;
3. Have completed successfully at least 4.0 credits prior to service; and
4. Maintain the academic status of Good Standing throughout their period of service.

If any of these requirements is not satisfied during the term of service, the student must resign from this position.

How to Run:

To nominate yourself for a student position on Senate, please send an email to Kathy McKinley, Assistant University Secretary, kathy.mckinley@carleton.ca by **4:30 p.m. on Wednesday March 20, 2019** stating your intention to run for this office. This email must contain:

1. Your name
2. Your student number
3. Your previous elected position (at the faculty or department level)
4. A candidate profile for the position not numbering more than 300 words (more words will be cut off).
5. Your permission for the Office of the Senate and the Registrar's Office to access your student records to confirm your eligibility for office.

Rules Regarding Running:

The campaign period will run from March 20 – 26, 2019. Student Senator elections for contested positions will occur on March 27-28, 2019, and will be run according to the campaign rules of Carleton Academic Student Government. For more information on these please see Section 3 of the [Carleton Academic Student Government Electoral Code](#).

Questions about eligibility for these positions, nominations or the election process may be directed to the Assistant University Secretary, Kathy McKinley by email at kathy.mckinley@carleton.ca or by phone at 613-520-2600 x3386.