

## MEMORANDUM

**To:** All Undergraduate Student Members of Faculty and Departmental Boards  
**From:** Dr. Betina Appel Kuzmarov, Clerk of Senate  
**Date:** February 8, 2021  
**Subject:** **Call for Nominations: Student Senators**

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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, 2021 and ending on June 30, 2022.

There are ten (10) elected undergraduate seats on Senate distributed as follows:<sup>1</sup>

- 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.<sup>2</sup> Additionally, to be eligible to serve as a student member of Senate or on a Senate Committee, students must meet the following requirements:<sup>3</sup>

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

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

<sup>2</sup> Academic Governance of the University (AGU), Article 4 – Membership, 4.4.3

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

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 position on Senate, please complete all fields in the online form on the Senate website, including the Statement of Candidacy: <https://carleton.ca/senate/elections/call-for-nominations/undergrads/>. Note that your Statement of Candidacy will be published on the Senate website in the event of an election for the position.

Once you have submitted your nomination, you should receive a confirmation email from the Senate Office. If you do not receive confirmation, please contact the Assistant University Secretary ([kathy.mckinley@carleton.ca](mailto:kathy.mckinley@carleton.ca)) to confirm that your nomination was received.

### **Timelines / Elections:**

**\*Nominations close on Friday March 5, 2021 at 4:30 pm.**

The campaign period will run from March 8 - 12, 2021. Student Senator elections for contested positions will occur on March 15 - 16, 2020, and will be run according to the campaign rules of Carleton Academic Student Government. For more information on these rules please see "Carleton Academic Student Government Electoral Code", Section 3 of:

<http://casg.ca/site/assets/files/1151/casg-electoral-code.pdf>

Positions that are not contested will be acclaimed.

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](mailto:kathy.mckinley@carleton.ca).