

Date: February 1, 2021

To: Full-time Tenure-Track Faculty

From: Senate Office + Senate Executive Committee

Re: Call for Nominations – Clerk of Senate

The Senate Executive Committee is releasing a **Call for Nominations** for the position of **Clerk of Senate**. The term for the Clerk of Senate is three years beginning on July 1, 2021, with eligibility for re-election.

Eligibility

Full-time tenure-track faculty members at Carleton University are eligible to apply. Candidates with substantial experience in academic governance and direct experience in Senate are preferred.

Duties of the Clerk of Senate:

According to the *Academic Governance of the University (AGU)*, the Clerk of Senate is responsible for:

- Managing the affairs of Senate
- Serving as Marshal of Convocation¹
- Serving as Secretary of the General Faculty Board
- Serving as Senate Electoral Officer
- Managing Senate Committee memberships

In addition, the Clerk serves on several Senate Standing Committees including:

- Chair of Senate Academic Governance Committee
- Chair of Senate Committee on Medals and Prizes
- Secretary of the Senate Honorary Degrees Committee
- Ex officio member of Senate Executive Committee
- Ex officio member of Senate Committee on Curriculum, Admissions and Studies Policy

In addition to these formal responsibilities, the Clerk of Senate organizes and runs the annual orientation process for new Senators.

¹ With the approval of Senate, the Clerk may delegate this position to another Faculty member.

Application Process:

Interested applicants should send an *Expression of Interest* by email to the Assistant University Secretary (Kathy.mckinley@carleton.ca) **on or before February 26, 2021**. The email should include the following:

- A statement of candidacy (one paragraph) explaining your interest and qualifications. Include a description of recent experience in academic governance.
- The names of two (2) current Carleton University Senators who support the nomination.

Senators supporting the candidate should email their statements of support separately. All materials must be received by the Assistant University Secretary by the stated deadline of February 26, 2021.

Please direct any inquiries to:

Kathy McKinley
Assistant University Secretary
Carleton University
Kathy.mckinley@carleton.ca