

University Council Election Procedures

In accordance with the University Council Bylaws, the Office of the Registrar follows the following procedures for the election of faculty members to the University Council and the University Council Standing Committees.

- In early fall, the Office of the Registrar reaches out to the Office of Institutional Research for the number of faculty members to be elected to the University Council from the schools, colleges, and VP units on campus based on the formula for determining members found in the Council Bylaws.
- Letters are then mailed by the end of October to the deans and vice presidents indicating the number of Council members that need to be elected from their units for the following academic year and term beginning date of July 1. Additionally, information is provided to the deans noting what vacancies their schools/colleges have on those standing committees whose memberships are determined at the school/college level. Units have by February 15 to provide their election results to the Office of the Registrar per the University Council Bylaws.
- Once the Office of the Registrar has received the new Council members who will represent the schools, colleges, and VP units for the next year, the nomination process begins for vacancies on those standing committees whose members are selected by the University Council. A nominations ballot is sent to Council members asking them to nominate and/or self-nominate to the vacancies on those standing committees.
- Once nominees are secured, which is typically in April, a ballot is created and emailed to Council members asking them to elect Council members to the standing committees. Council members have one week to vote. Once voting concludes, winners are notified and the full Council is emailed the list of winners of the standing committee elections. Winners will begin service on their committee(s) on July 1.