

Columbia College
Academic Senate
Election Policies and Procedures

I. Definitions

- The Elections Officer shall be the Past President of the Academic Senate.
- The electorate for the Senate-of-the-Whole shall consist of all Full-Time (contract, probationary and temporary) Columbia College faculty members and three Part-Time Faculty representatives.
- Part-Time Faculty representatives are elected by Part-Time Faculty. The electorate for the election of the Part-Time Faculty representatives are all Part-Time Faculty scheduled to teach a minimum of one of three semesters, fall, spring, or summer, during the academic year that the Part-Time Academic Senate Representative position is held. The summer assignment may include the session at the start of the academic year or at the end of the academic year. If the assignment is cancelled, the Part-Time Academic Senate Representative may remain in the elected position.

II. Calendar for Elections

Fall Semester Full-Time Elections Timeline:

Full-Time Faculty elected positions with re-assign time (Academic Senate President, Academic Senate President Elect/Vice President, Curriculum Chair, Outcomes and Evaluations Faculty Coordinator, Accreditation Tri-Chair, Teaching, Learning and Community (TLC) Co-Facilitators)

- 9th week distribute Full-Time Faculty elections process to Full-Time Faculty, which includes call for nominations.
- 10th week of instruction: reminder of call for nominations
- 12th week of instruction: nominations close
- 13th week of instruction: announce eligible candidates and distribute candidate statements with ballot materials for 7 days
- 14th week voting closes with an announcement to faculty and Deans within 24 hours
- Terms to begin the day after graduation.

Spring Semester Part Time Faculty Elections Timeline:

Two Academic Senate-of-the-whole representatives, One Academic Senate Executive/Whole representative.

- 9th week distribute Part-Time Faculty elections process to Part-Time Faculty, which includes call for nominations.
 - 10th week of instruction: reminder of call for nominations
 - 12th week of instruction: nominations close
 - 13th week of instruction: announce eligible candidates and distribute candidate statements with ballot materials for 7 days
 - 14th week voting closes with an announcement to faculty and Deans within 24 hours
- Terms to begin the day after graduation.

Unfilled representative positions will follow the Special Elections timeline in the fall:

Fall Semester Part Time Faculty Special Elections timeline:

Unfilled Part-Time faculty positions from the spring election will hold special elections at the start of the Fall semester and follow the express timeline:

- August Part-time faculty in-service: distribute Part-Time Faculty elections process and call for nominations.
- 1st week of instruction: reminder of call for nominations
- 2nd week of instruction: nominations close. Announce eligible candidates and distribute candidate statements with ballot materials.
- 3rd week voting closes with an announcement within 24 hours.
- Term starts on Friday of 3rd week: Elected Part-time faculty representatives to attend September Academic Senate meetings.

III. Duties of Elections Officer for Full-Time and Part-Time Faculty Elections:**It is the responsibility of the Elections Officer to:**

- A. Yearly-Work with the Senate Support Staff to issue a written call for nominations to respective electorate:
 - Responsibilities and eligibility criteria for open positions
 - Vice President/President Elect (one position, 1-year term)
 - College Council Representative-at-Large (one position, 1-year term)
 - Part-Time Faculty Senate Council Representative (one position, 1-year term)
 - Part-Time Faculty Senate Representative (two positions, 1-year term)
 - Candidates may nominate themselves
 - The nomination form should include:
 - Responsibilities and eligibility criteria of open positions
 - The name of the nominee
 - The office for which they are being nominated
 - Note: For Part-Time Faculty Elections, nominees can designate whether they are running for Part-Time Faculty Senate Representative and/or Part-Time Faculty Senate Council Representative.
 - A request for candidate statement
 - The signature of the nominee indicating their willingness to serve
- B. Bi-Yearly - Issue a written call for nominations for the Curriculum Committee Chair to the Curriculum Committee. The Curriculum Committee will recommend eligible candidates.

The nomination form should include:

- Responsibilities and eligibility criteria for open position
- The name of the nominee
- The position for which they are being nominated
- A request for candidate statement
- The signature of the nominee indicating their willingness to serve

C. Conducting Elections

- Ensure that each member of the electorate receives a ballot at the beginning of the voting period.
- Ensure reasonable steps are taken to provide integrity to the voting process. For example, if paper ballots are used, employ distinctive markings on submission envelopes. Electronic ballots, meanwhile, should prevent multiple submissions and the forwarding of ballots.
- Provide clear instructions to the voters on the ballot. Instructions should include deadlines and explain how to mark and submit the ballot. Ballots must be returned within seven working days following distribution.
- Count the votes with Senate Support Staff.
- Part-Time Faculty Election:
 - Academic Senate Council Representative: the nominated candidate for this position with the most votes will become the one voting member for Part-Time Faculty Senate Council and Academic Senate-of-the-Whole Representative.
 - Academic Senate-of-the-Whole Representative: In addition to the Part-Time Faculty member nominated for both Academic Senate Council and Academic Senate-of-the-Whole, two other nominees with the most votes for this position will become voting members on Academic Senate-of-the-Whole.
- Publish the results within 24 hours of the closing of the election, including:
 - The percentage of eligible voters
 - The percentage of votes cast for each candidate
 - The percentage of disqualified votes
 - Announcement of pending run-off elections, if necessary

IV. Run-off Elections

If no candidate receives the majority of votes cast for an office, a run-off election shall be held between the two candidates with the greatest percentage of votes. Ballots shall be distributed within two days following the announcement of election results. Distribution and submission of ballots shall otherwise follow the same procedures as regular elections.

V. Special Elections

A special election may be called at any time by the President to fill a vacated office or to fill an empty office. Such an election should allow at least two weeks for nominations and seven working days to return ballots. Distribution and submission of ballots shall otherwise follow the same procedures as regular elections.