

Senate Nominating Committee Revised Senate Executive Officer Nomination Procedures

Senate has three executive¹ officers: Chair of Senate, Vice-Chair (Academic Programs), and Vice-Chair (Student Affairs). Officers normally serve staggered three-year terms (with one officer completing a term each year). Officers may not serve more than two terms consecutively. To be eligible for election as an officer of Senate, an individual must have an academic appointment of 50% full time equivalent or greater, and have served at least one year on Senate as an Academic Unit Senator within the last ten years.

Nomination Procedure to fill a Vacancy

1) When it is known that a vacancy will occur in a Senate officer position, the Senate Nominating Committee (SNC), with the assistance of the University Secretariat, will prepare a position profile that is consistent with the then current Senate Constitution, which should include responsibilities, eligibility, attributes, appointment details, and administrative details. The Secretariat will also prepare:

- a) Call for Senate Officer Nominations (Appendix A);
- b) Eligibility to Serve as a Senate Officer (Appendix B); and
- c) Details of the nomination process (Appendix C)

This normally will occur in early October for a vacancy that will occur the following July 1.

2) The SNC will distribute to all members of Senate, to those eligible to serve, and to other members of the university community, the Position Profile, the Call for Senate Officer Nominations, and the list of those eligible to be nominated. The Call for Senate Officer Nominations will solicit suggestions of individuals to be approached to determine if they are willing to be nominated for the position. The Call also will solicit expressions of interest from those eligible to serve. Any member of the university community may submit one or more

¹ Senate shall have three executive officers, namely Chair of Senate, Vice-Chair (Academic Programs), and Vice-Chair (Student Affairs) and the Secretary of the Senate shall be the University Secretary, a non-elected, non-voting administrative position.

nominations to the SNC. At this point it is not necessary to obtain the individual's agreement to be nominated. Normally, all names should be received by the SNC by December 1.

- 3) The SNC will meet to review the list of potential nominees (normally in January). The SNC may add additional names to the list. The SNC will confirm that each individual on the list meets the criteria for the position and then will arrange to contact each person to determine whether they are willing to be nominated for the position.
- 4) Once all prospective nominees have been contacted and have indicated whether or not they are willing to be nominated, the SNC will collect the nomination documents (see Appendix C) from the nominees, and will present to Senate the completed nomination(s) for decision at a Senate meeting, normally no later than March 31st.
- 5) If, as a result of the process described above, a new officer vacancy is created (e.g. if a Vice-Chair is elected Chair), the Senate Nominating Committee shall recommend to Senate a temporary replacement from among the Senate Officers or Academic Unit Senators until the next scheduled election. In the event that an Officer is unable to fulfill the role due to an approved leave, the Senate Nominating Committee shall recommend to Senate a temporary replacement for the duration of the approved leave from among the Senate Officers or Academic Unit Senators.

Approved by Senate, June 8, 2015

Amended by Senate, April 9, 2018

Appendix A - Call for Senate Officer Nominations

The Call for Senate Officer Nominations will solicit both expressions of interest and suggestions of individuals who should be approached. This is conceived of as a “pre-nomination” stage; there is no expectation that the individuals named will have confirmed their willingness to serve (regardless of whether the individuals express interest in the position themselves, or if their names are submitted by someone else).

Any member of the university community may submit one or more nominations (from those eligible to serve).

Appendix B – Eligibility to Serve as a Senate Officer

The Secretariat will prepare a list of those who are believed to be eligible to serve as a Senate officer and this list will be prepared to the best of the University Secretariat’s ability, based on the records then available. The requirements to serve as a Senate Officer, at the time the vacancy will occur, are:

1. Have served a minimum of one year on Senate within the preceding 10 years;
2. Have an academic appointment of 50% FTE or greater; and
3. Not be on leave.

Appendix C – Nomination Procedure

Nominees (regardless of whether one or more) will submit:

1. Abbreviated cv, including details of current appointment (template to be developed by SNC);
2. Responses to several questions.
 - a. Why are you interested in serving as a Senate Executive Officer?
 - b. What do you think are the major issues facing Senate over the next three years?
 - c. What skills, knowledge and abilities that you possess, would aid Senate in addressing these challenges?

These nomination documents will be circulated to members of Senate with the materials for the meeting at which the election is to take place. Prior to the election, nominees will have an opportunity to address Senate briefly and to respond to questions.

Related Procedures

Senate Election Procedures

Voting Procedure (Senate Constitution): After nominations for Officers for vacant positions from the Senate Nominating Committee have been made to a meeting of Senate, the Chair will call for nominations from the floor (three times). In the event that an election is contested, the election shall be deferred to the next regular meeting of Senate, at least one week before which biographical summaries of the candidates shall be circulated to Senators. Voting in a contested election shall be by secret and preferential ballot.