Academic Senate Elections Coordinator Workflow

The Academic Senate Election Coordinator will follow the following process for each election cycle. The current Academic Senate President will be the main point of contact within the Academic Senate for guidance and assistance. If the current AS President is running in the election, the Academic Senate Vice President will assume the role of main contact.

The elections are CONFIDENTIAL until the voting period ends.

1. **Establish nomination and election window.**
   a. Review the AS Bylaws for guidelines - [Article 2 of the Senate Bylaws](#) (2.1, 2.2 & 2.3)
2. **Coordinate election with IESE Office**
   a. Contact the Senior Dean of Institution Effectiveness, Bri Hays (brianna.hays@gcccd.edu) to find out who in the IESE office will be working on the ballot
   b. Provide the timeline for election voting
      i. If running elections for Senate Officers and PT Senators within the same semester, two elections will need to take place, with the Senate Officers election concluding before the PT Senators election begins.
      ii. Best practice: Create the timeline so voting occurs as early in the semester as possible (according to the bylaws). This is because during SOC and PT faculty position elections, it is not always easy to find people to run. Ther
      iii. efore, you will have time to push back the voting while you find people to run. Be sure this is communicated with the IESE contact so that you coordinate with their schedule.
3. **Collect Nominees**
   a. Collect nominee bios and headshots
      i. Sample [Call for Nominations Form](#)
      ii. Always include a "write-in" candidate
      iii. For part-time senators, there are 4 positions: (1) Part-time senate officer, (2) Part-time senator for Instruction, (3) Part time senator for Student Services, and (4) Part time Senate At Large.
         1. The PT Senate Officer election occurs first. This way anyone who doesn't win PT Senate Officer will have the chance to run for one of the other PT senator seats.
         2. PT faculty need only to be nominated for instruction and student services. The instructor candidate that receives the most votes out of the instructors will get the Instruction position. The SS candidate that receives the most votes out of SS will get the SS position. The next candidate that receives the most votes regardless of service area will get At Large.
            a. Be sure to get at least 3 candidates (at least one instructor, one SS, and the third can be from either)

       i.   The nominations should indicate if they are an instructor or SS. No need to ask for anyone to run for the At Large position

    3. All PT faculty can vote for each position

  b. Draft nomination email. Contact the current Academic Senate President (or AS Vice President if current AS President is running) to distribute the email to call for nominations
     i. Sample [Email to Call for Nominations](#)
     ii. Best practice: send out initial email and 2 reminders to faculty.
  c. Provide IESE office with nominees for the ballot.
  d. Work with the Academic Senate Recorder, Aiden Lovewell (aiden.lovewell@gcccd.edu) to get the bios and headshots posted on the Academic Senate website.

4. **Obtain Faculty Email List for ballot distribution**
  a. For the presidential election, every faculty with an assignment for that election semester can vote.
  b. For the officer elections and part-time senator elections held in the spring, everyone with an assignment during that election semester can vote for the officers (including PT Officer) but only part time faculty vote for part time senators (instruction, student services, and at large). Therefore, be sure HR sends a spreadsheet that allows you to sort faculty type (teaching emerita are considered part-time) during the spring election.
  c. Please send a request to Katie Borts, Director Human Resources with the following information:
    ○ Designate semester for data
    ○ Ask for a spreadsheet that allows you to sort faculty type by full-time and part-time
    ○ Names
    ○ Email addresses
    ○ Date report is needed
  d. Sample [Email to Director of HR](#)

5. **Ballots & Faculty Voting**
  a. Review the ballot and test it with the IESE office
  b. Ballots are distributed using Survey Monkey and faculty will receive ballots in an email from Bri Hays.
  c. Best practice: Remind faculty to be on the lookout for this email from Bri Hays.
     i. Sample [Email to Faculty Regarding Ballots](#)
  d. Your IESE contact can keep you updated as to how many people have voted. If voting is lagging, ask AS contact to send reminders. IESE contact will never reveal the results of voting until voting has ended.
  e. Occasionally a faculty member will contact you to say they haven't gotten their ballot. It's usually a PT. HR's list isn't always accurate, or it is generated after (or before) an 8wk class, so they don't show up. AS determined anyone with an assignment during an election semester can vote. You can confirm they are teaching by looking up the course schedule. Then send their email address to IESE and ask them to send them a ballot.

6. **Share Results**
    a. When voting has closed, IESE will give you the results. You will report results to:
        i. The Academic Senate: you can either report at senate, or if you can't make it, ask the president (if not running) or your non-running contact to report for you.
        ii. Send a congratulatory email to the winner. Cc the current AS president and current AS VP, and include the dean and the dean's admin assistant if there is reassign time (president and VP) or compensation (any PT position)
            1. [Sample email to the winner](#)
            2. Sample email for reassign time
            3. [Sample email for compensation](#)
        iii. Send a nice "thank you for running" email to those that didn't get elected. Something that shows appreciation that they decided to run. You can suggest they attend meetings as a member of the public if they want to learn more and encourage them to run next time.
            1. Sample email