

Proposal to Amend WKU Faculty Handbook: Substantive Change

01-2019 APPENDIX (Faculty Regent Election)

Substantive change is defined as addition, deletion, or revision of policy or procedure.

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1. Type of Change:

Addition: Where possible, identify the section of the handbook to which addition is proposed:

Deletion: Identify the section of the handbook from which deletion is proposed:

Revision: Identify the section of the handbook to which revision is proposed:

REVISIONS

Current wording:

1. A written notice of the election shall be distributed by the University Senate via campus mail to each faculty member at least twenty (20) working days prior to the initial ballot. This letter shall indicate:
 - a. Times and voting locations for the initial ballot;
 - b. Criteria concerning eligibility of candidates and the voting electorate;
 - c. A schedule of public posting for a list which designates those members of the faculty deemed eligible to vote as well as those eligible to serve as Faculty Regent;
 - d. A procedure by which issues of eligibility shall be resolved;
 - e. The procedures by which a faculty member may have his or her name included on the initial ballot;
2. A list including the name of each faculty member eligible to vote shall be prepared by the Office of the Provost. An asterisk shall be used to designate those faculty members eligible to vote but not eligible for election. At least twenty (20) working days prior to the initial ballot, a copy of the eligibility list should be given to each department's faculty senator with instructions to check the eligibility list for his/her area, report errors and omissions to the Senate Executive Committee, and post the list on the department's bulletin board within twenty-four hours after receiving it. Candidates and those whose names are added to or deleted from the original eligibility list by the Senate Executive Committee should be so informed.
3. Issues of voter eligibility by members of the faculty must be reported in writing to a member of the Senate Executive Committee at least ten (10) working days prior to the initial ballot.
4. Any eligible faculty person may declare candidacy for the Faculty Regent position and/or other faculty members may nominate any eligible faculty person. If an eligible faculty member is nominated by other faculty, such nominations shall be accompanied by a statement of consent to serve signed by the person being nominated. All nominations are to be submitted to the Chairperson by the Senate Executive Committee at least ten (10) working days prior to the election.
5. The Senate Executive Committee shall meet at least eight (8) working days prior to the election to certify the eligibility list and prepare an initial ballot. The Executive Committee shall then

immediately place the ballot online and communicate by email its availability to all faculty eligible to vote.

6. The election shall take place on a single weekday, between the hours of 8:00 a.m. and 4:00 p.m. Each voter shall vote for one candidate only.
12. The Senate Executive Committee shall immediately place the ballot online and communicate by email its availability to all faculty eligible to vote.
13. Names of the candidates shall be placed on the ballot in an order determined by a drawing conducted by the Chairperson of the Senate Executive Committee. The candidates or their designated representatives shall participate in the drawing.

Proposed wording:

1. An electronic ~~A written~~ notice of the election shall be ~~communicated~~ ~~distributed~~ by the University Senate ~~Vice-Chairperson~~ via ~~campus~~ email to ~~each~~ ~~all~~ faculty members, at least twenty (20) working days prior to the initial ballot. This ~~electronic communication~~ ~~letter~~ shall indicate:
 - a. ~~Date and times and voting locations~~ for the initial ballot (1. & 2.);
 - b. Criteria concerning eligibility of candidates and the voting electorate (4. & 5.);
 - c. ~~An attached document listing~~ ~~A schedule of public posting for a list which designates those members of the faculty deemed eligible to vote as well as those eligible to serve as Faculty Regent~~ (8.);
 - d. A procedure by which issues of eligibility shall be resolved (6.);
 - e. The procedures by which a faculty member may have his or her name included on the initial ballot (7.).
2. A list including the name of each faculty member eligible to vote shall be prepared by the Office of the Provost. An asterisk shall be used to designate those faculty members eligible to vote but not eligible for election. At least twenty (20) working days prior to the initial ballot, an ~~electronic~~ copy of the eligibility list should be ~~emailed~~ ~~given~~ to each department's faculty senator with instructions to check the eligibility list for his/her area, ~~and~~ report errors and omissions to the Senate ~~Vice-Chairperson~~ ~~Executive Committee~~, and ~~post the list on the department's bulletin board within twenty-four hours after receiving it.~~ Candidates and those whose names are added to or deleted from the original eligibility list ~~distributed~~ by the Senate ~~Vice-Chairperson~~ ~~Executive Committee~~ should be so informed.
3. Issues of voter eligibility by members of the faculty must be reported in writing to ~~a member of the~~ Senate ~~Vice-Chairperson~~ ~~Executive Committee~~ at least ten (10) working days prior to the initial ballot.
4. Any eligible faculty ~~member~~ ~~person~~ may declare candidacy for the Faculty Regent position. ~~In addition, and/or~~ other faculty members may nominate any eligible faculty ~~member~~ ~~person~~. ~~If an eligible faculty member is nominated by other faculty, such~~ ~~N~~ominations shall be accompanied by a statement of consent to serve signed by the ~~nominee~~ ~~person being nominated~~. All nominations are to be submitted to the ~~Senate Vice-Chairperson~~ ~~by the Senate Executive Committee~~ at least ten (10) working days prior to the election.
5. The Senate Executive Committee shall meet at least eight (8) working days prior to the election to certify the ~~nominations for Faculty Regent,~~ eligibility list and ~~prepare an initial ballot.~~ ~~The Executive Committee shall then immediately place the ballot online and communicate by email its availability to all faculty eligible to vote.~~
6. The election shall take place on a single weekday, ~~excluding Fridays,~~ between the hours of 8:00 a.m. and 4:00 p.m. Each voter shall vote for one candidate only.

12. The Vice-Chairperson of the Senate Executive Committee shall immediately communicate by email both the finalized ~~place the ballot~~ and the date and time when the electronic ballot will be available for online and communicate by email its availability to all faculty eligible to vote.
13. Names of the candidates shall be placed on the ballot in an order determined by a drawing conducted by the Vice-Chairperson of the Senate Executive Committee. The candidates or their designated representatives shall participate in the drawing. The Senate Vice-Chairperson shall communicate with the unit responsible for designing the electronic ballot to assure the correct order and spelling of candidates' names.

NEW ADDITIONS

- a. BECOMES 4. Faculty Regent Candidates must be full-time teaching or research faculty at the assistant professor rank or above. Faculty are excluded if they hold an administrative role that encompasses personnel decisions such as a dean or department head, if they are library faculty, and if they plan to retire prior to the end of the term. The Faculty Regent cannot have a course reduction during their tenure as Regent since Kentucky considers that compensation and one cannot receive compensation for serving on the Board of Regents.
- b. BECOMES 5. All full-time faculty may vote in the Faculty Regent election.
- c. BECOMES 13. The Faculty Regent Election shall be held online via TopNet. The Senate Vice-Chairperson shall send a notice to all faculty via email that contains information about how to access the electronic ballot.

REORDERING OF PROCEDURES

Current	Proposed
1.	9.
2.	8.
3.	6.
4.	7.
5.	10.
6.	2.
7.	15.
8.	14.
9.	16.
10.	17.
11.	18.
12.	12.
13.	11.
14.	19.
15.	20.
16.	21.
17.	1.
18.	3.
New	4.
New	5.
New	13.

PROPOSED REORDERING OF PROCEDURES WITH HEADINGS

The Election of Faculty Regent is authorized pursuant to KRS 164.321.

<u>Current</u>	<u>Proposed</u>
17, 6, 18	1, 2, 3

Faculty Regent Criteria for Eligibility and Voter Eligibility

<u>Current</u>	<u>Proposed</u>
N/A, N/A, 3	4 (new addition), 5 (new addition), 6

Declaration of Candidacy

<u>Current</u>	<u>Proposed</u>
4, 2	7, 8

Communication to Faculty

<u>Current</u>	<u>Proposed</u>
1	9

Certification of the Initial Ballot

<u>Current</u>	<u>Proposed</u>
5, 13, 12	10, 11, 12

The Initial Election

<u>Current</u>	<u>Proposed</u>
N/A, 8, 7, 9	13 (new addition), 14, 15, 16

Subsequent Elections

<u>Current</u>	<u>Proposed</u>
10, 11, 14, 15	17, 18, 19, 20

Notification of the Elected Faculty Regent

<u>Current</u>	<u>Proposed</u>
16	21

PROPOSED DOCUMENT FLOW INCLUDING ADDITIONS, DELETIONS, AND HEADINGS:

APPENDIX: FACULTY REGENT ELECTION

1. The initial ballot is to be completed on or before October 15th.
2. The election shall take place on a single weekday, excluding Fridays, between the hours of 8:00 a.m. and 4:00 p.m. Each voter shall vote for one candidate only.
3. The Faculty Regent will be sworn in at the fourth quarterly meeting and serve a three-year term from the time the oath of office is taken.

Faculty Regent Criteria for Eligibility and Voter Eligibility

4. Faculty Regent Candidates must be full-time teaching or research faculty at the assistant professor rank or above. Faculty are excluded if they hold an administrative role that encompasses personnel decisions such as a dean or department head, if they are library faculty, or if they plan to retire prior to the end of the term. The Faculty Regent cannot have a course reduction during their tenure as Regent since Kentucky considers that compensation and one cannot receive compensation for serving on the Board of Regents.
5. All full-time faculty may vote in the Faculty Regent election.
6. Issues of voter eligibility by members of the faculty must be reported in writing to the Senate Vice-Chairperson at least ten (10) working days prior to the initial ballot. The Vice-Chairperson, in consultation with the Chairperson, shall resolve questions of eligibility.

Declaration of Candidacy

7. Any eligible faculty member may declare candidacy for the Faculty Regent position. In addition, other faculty members may nominate any eligible faculty member. Nominations shall be accompanied by a statement of consent to serve signed by the nominee. All nominations are to be submitted to the Senate Vice-Chairperson at least ten (10) working days prior to the election.
8. A list including the name of each faculty member eligible to vote shall be prepared by the Office of the Provost. An asterisk shall be used to designate those faculty members eligible to vote but not eligible for election. At least twenty (20) working days prior to the initial ballot, an electronic copy of the eligibility list should be emailed to each department's faculty senator with instructions to check the eligibility list for his/her area and report errors and omissions to the Senate Vice-Chairperson. Candidates and those whose names are added to or deleted from the original eligibility list distributed by the Senate Vice-Chairperson should be so informed.

Communication to Faculty

9. An electronic notice of the election shall be communicated by the University Senate Vice-Chairperson via email to all faculty members at least twenty (20) working days prior to the initial ballot. This electronic communication shall indicate:
 - a. Date and times for the initial ballot (1. & 2.);
 - b. Criteria concerning eligibility of candidates and the voting electorate (4. & 5.);
 - c. An attached document listing those members of the faculty deemed eligible to vote as well as those eligible to serve as Faculty Regent (8.);
 - d. A procedure by which issues of eligibility shall be resolved (6.);
 - e. The procedures by which a faculty member may have his or her name included on the initial ballot (7.).

Certification of the Initial Ballot

10. The Senate Executive Committee shall meet at least eight (8) working days prior to the election to certify the nominations for Faculty Regent.
11. Names of the candidates shall be placed on the ballot in an order determined by a drawing conducted by the Vice-Chairperson of the Senate Executive Committee. The candidates or their designated representatives shall participate in the drawing. The Senate Vice-Chairperson shall communicate with the unit responsible for designing the electronic ballot to assure the correct order and spelling of candidates' names.
12. The Vice-Chairperson of the Senate Executive Committee shall immediately communicate by email both the finalized ballot and the date and times when the electronic ballot will be available for all faculty eligible to vote.

The Initial Election

13. The Faculty Regent Election shall be held online via TopNet. The Senate Vice-Chairperson shall send a notice to all faculty via email that contains information about how to access the electronic ballot.
14. Absentee voters must either obtain a ballot directly from the Senate Executive Committee member representing his or her college and sign the official voter list or write a letter requesting a ballot with the signature on the letter constituting the signing of the eligibility list. The ballot must be returned in person or by mail to the Senate Executive Committee member in double envelopes at least 72 hours before the election begins (so that their names may be removed from online voting). The Senate Executive Committee shall put the date and time of receipt on the unopened absentee ballot and add absentee votes to the online vote totals prior to certification of the election.
15. Immediately upon closing of the polls, the results of the election shall be communicated to the Senate Executive Committee who shall affix its signatures to the results.
16. If a simple majority is obtained by any single individual, that person shall be the duly elected Faculty Regent.

Subsequent Elections

17. If a simple majority is not obtained on the initial ballot, a subsequent online election shall take place. Policies and procedures of the initial election shall apply to the subsequent election.
18. A subsequent election shall take place in not less than five (5) nor more than ten (10) working days from the previous election.
19. The second election ballot shall include those individuals receiving the highest number of votes and whose votes total fifty (50) percent of the votes cast.
20. Elections shall continue according to established procedures until one candidate receives a simple majority.

Notification of the Elected Faculty Regent

21. The final certified results as attested by the Senate Executive Committee shall be delivered immediately to the President of the University by the Chairperson of the Senate. Members of the Senate Executive Committee shall hold the results of the election in strict confidence until the President of the University officially releases the results.

The election of Faculty Regent is authorized pursuant to KRS 164.321.

3. Rationale for amendment:

This proposal updates communications from campus mail to electronic mail and clarifies and organizes the procedures to prepare for and conduct an election for Faculty Regent. These suggested additions, deletions, and headings for organization are deemed necessary as a result of conducting this election during the fall 2017 semester.