

Guidelines for Holding University Senate Senator Elections

Purpose

Arizona revised statute [15-1601B](#) states: faculty members of the University's, through their elected faculty representatives, shall participate in the governance of their respective universities and shall actively participate in the development of university policy. This shared governance mandate is implemented by following the Arizona Board of Regents policy [6-201](#) and the University Senate constitution found in [ACD 112-01](#). The University Senate is the formal governance body representing faculty members at Arizona State University. The election of unit level representatives is the cornerstone of shared governance at this institution.

Timeline

January	Notice from Senate office of the need for an election.
February-April	Unit elections take place.
April 15 th	Preferred deadline to notify the Senate office of election winners.

Representation level and apportionment

Representation is granted at the level of the degree granting unit. For a full list of the units that are provided representation you may view the University Senate roster page [here](#). The number of Senators providing each unit is determined by the following apportionment criteria:

1-39 Academic Assembly members	one Senator
40 – 99 Academic Assembly members	two Senators
100+ Academic Assembly members	three Senators

Requirements to be a Senator

The minimum requirement to be a Senator per ACD 112 – 01 is that the individual must be a member of the Academic Assembly. The Academic Assembly is defined as the following job classifications:

- All faculty in a tenure – eligible or tenured position.
- All academic professionals with full – time multi – year, probationary, or continuing appointment positions.
- All full – time faculty with fixed appointments (i.e., Instructors, lecturers, senior lecturers, principal lecturers, clinical faculty, research faculty, and professors of practice).
- Members of the Emeritus College

Office of the University Senate

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Senator Service Information

- Per ACD 112-01 the primary role of faculty members elected by their unit to be Senators should be teaching and/or research.
- Elected Senators will begin serving the fall semester after their selection.
- All Senate meetings are held on Mondays from 3 – 5 PM, as such Senators should not be scheduled to teach classes during this time.
- Regular attendance at Senate meetings is mandatory, however, substitutions are allowed if the individual cannot make a meeting. Proxy voting is not allowed.
- Senate meetings can be attended on any of the four ASU campuses via videoconferencing.
- The term is a 3 – year term, concluding in May of the third year after their selection (i.e. elected spring 2017, term end date is May 2020).
- Senators may be selected to serve on a University Senate standing committee and/or an ad-hoc committee or task force.

Election Best Practices

- Issue a call for nominations to all Academic Assembly members within the unit. This call for nominations should include a description of the service and commitment requirements, see appendix a.
- Designate someone within your unit to ensure that all nominees will accept a nomination and are confirmed as Academic Assembly members.
- At a minimum, provide all names and faculty ranks to the members of your faculty unit, for review, prior to the meeting in which the vote takes place.
- In advance of the faculty meeting, determining that the voting method adheres to any requirements within the unit bylaws.
- At the designated faculty meeting execute the vote.
- Notify the University Senate office of the individual selected to represent the unit.
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