



College of Arts & Sciences
PROCEDURE FOR COAS COMMITTEE ELECTIONS

All elections should be held according to departmental bylaws or general procedures with university policies and procedures taking precedence.

- A. Before the end of March of each Spring semester, the chairs of academic departments must hold a meeting open to all voting faculty to elect departmental representatives to all college-level committees. Representatives will serve in the following academic year.
- B. This is a change in timing of the departmental elections and does not introduce any new expectations or changes regarding the elections of departmental representation on college-level committees. As always, elections must be held according to university, college, and departmental policies and procedures.
- C. Before the end of April of each Spring semester, each committee, including those newly elected but not yet serving, will meet to vote on a Chair-Elect, Vice-Chair-Elect, and Secretary-Elect (the officers) who will assume full duties of their respective roles in the committee at the beginning of the following Fall semester. Only members of the upcoming committee for the following year will vote on officers.
- D. Departments must send the names of the representatives to the COAS office and the committees must send the names of elected officers to the COAS office.

This procedure applies only to committees under the jurisdiction of the College of Arts and Sciences (COAS):

- Faculty Council
- Outstanding Researchers/Teachers
- Curriculum Committee
- College Student/Faculty Relations

Other positions such as Library Liaison, etc. may be chosen at this time.

The College Personnel Committee elections are conducted by the Faculty Senate according to the guidelines posted in University-level policy and procedure documents.

Strategic Plan committee members are appointed by the Department Chair and the COAS Dean. Faculty members may express interest in participating on particular Strategic Plan committees.

Ad hoc committees may be formed at any time according to need by departments or the College.