Colleagues:

We urge you to consider standing for elections on important University Committees such as the Academic Senate, the University Planning & Resource Council (UPRC), and others. This year the Senate Election Committee is facilitating a unified election process that includes all elected positions within the university in one system in order to enhance participation and disseminate information on voting.

You will find all of the Declaration of Intent forms attached to this e-mail. If you would like to run for a position please complete and e-mail the appropriate form to Linda Coram (llc@niagara.edu) in the Office of the Provost by no later than noon on **Friday, March 6th, 2020**.

**Voting will be conducted beginning Monday, March 23rd and ending Friday, March 27th , at NOON.**

***All full-time faculty members*** *engaged in either teaching or research holding the rank of Instructor or higher, including Faculty Fellows, and who have completed one full semester of service to the University at the time of balloting, shall be authorized to vote for faculty candidates.*

***All full-time administrative/professional staff*** *who have completed six (6) months of service to the University at the time of balloting shall be authorized to vote for administrative/professional staff candidates.*

 **Available Positions:**

**\*Academic Senate**

Senators serve two year terms and are elected from the full-time faculty and administrative/professional personnel. Meetings take place once per month on Mondays, from 3:35 p.m. – 5:30 p.m.

**Eligible faculty:** full-time faculty engaged in either teaching or research holding the rank of Instructor or higher, including Faculty Fellows, and who have completed one (1) year of service to the University at the time of balloting are eligible for election.  This year there are ten (10) full-time faculty positions open. *Please note faculty members do not need to be tenured to hold these positions.*

**Eligible Administrative/Professional** **personnel:** full-timeadministrative and professional personnel (non-faculty), including (9) nine or (10) ten month seasonal employees, who have completed (1) one year of full-time service to the University at the time of balloting are eligible for election.  Two (2) administrative/professional positions are open this year.

**\*UPRC** (University Planning and Resource Council)

Elected members of the UPRC serve two year terms and are elected from the full-time faculty and administrative/professional personnel. Meetings take place once per month.

**Eligible faculty:** full-time, tenure-track faculty holding the rank of Instructor or higher and who have completed one (1) year of service to the University at the time of balloting are eligible for election. Membership will include a representative from each college as well as at-large faculty positions, elected by full-time faculty.

This year, four (4) faculty positions are open- one (1) from the College of Business Administration, one (1) from the College of Education, one (1) from the College of Hospitality and Tourism Management and one (1) at-large faculty position.

**Eligible administrative/professional personnel**: Administrative and professional personnel who have completed twelve (12) months of full-time service to the University at the time of balloting are eligible for election.

This year, two (2) administrative /professional positions are open.

\***Committee on Committees**

Membership of the Committee on Committees will include a representative from each college elected by full time faculty. Each college’s representative will be responsible for communicating with faculty members, particularly from within their respective college, to determine those who are willing and interested in serving on university committees (2-year term).

This year, one (1) full-time faculty member from the **College of Arts & Sciences** and one (1) full time faculty member from the **College of Business Administration** are needed.

*Please note faculty members do not need to be tenured to hold a position on this Committee.*

**\*Committee on Promotion and Tenure**

Full-time, tenured faculty are eligible to stand for election to the Committee on Promotion and Tenure (two-year term). One tenured, full-time faculty member is needed from each of the following areas:

* One (1) tenured faculty member from the Departments of Chemistry, Biology, Mathematics, Nursing and Computer Information Sciences.
* One (1) tenured faculty member from the College of Education: Department of Teacher Education or Ontario Teacher Education.
* One (1) tenured faculty member from the College of Business: Department of Accounting or Economics/Finance.
* One (1) tenured faculty member from the College of Business: Department of Management or Marketing.
* One (1) At-Large Alternate

**\*Sabbatical Leave Review Committee**

Two (2) tenured faculty members will be elected to the Sabbatical Leave Review Committee (two-year term).

*As you review the committees below, please note that a faculty member may not serve on both committees concurrently.  We need at least 12 faculty to serve on these committees.  Also, NULTA executives should not stand for these committees.*

**\*Hearing Committee**

Three (3) members and four (4) alternates will be elected to the Hearing Committee (one-year term).

The Hearing Committee is responsible for determining if a tenured faculty member ought to be removed from his/her faculty position.  Only tenured faculty may be elected to this committee.

**\*Committee on Investigation and Advice**

Three (3) members and two (2) alternates shall be elected annually to the Committee on Investigation and Advice (one-year term).  This standing committee is charged with rendering confidential advice to the President on matters related to the potential removal of a tenured faculty member from his/her position.  Only tenured faculty may be elected to this committee.

**How to Submit Your Name to Stand for Election:**

Please send your declaration of intent to stand for election to Linda Coram (llc@niagara.edu) in the Office of the Provost no later than noon on **Fr**i**day, March 6th , 2020**. Receipt of declaration will be acknowledged by return email.

Voting will be conducted beginning Monday, March 23rd and ending Friday, March 27th , at NOON.

Thank you in advance for your consideration,

The Election Committee,

                Dr. Joe Winter, College of Business (Sub-Committee Chair)
                Dr. Stefanie Wichhart, College of Arts & Sciences

Dr. Chris Lee, Co-Chair of UPRC
                Mr. Matthew Villnave, Information Technology

 Ms. Linda Coram, Office of the Provost

*For further information on elections or the roles of these committees you may wish to contact Dr. Joe Winter, Chair of the Election Committee at* *jwinter@niagara.edu* *.*