

**University of Windsor
Senate**

5.8.1: **Senate Representatives on the Search Committee for the Associate Vice-President, Academic Affairs**

Item for: **Approval**

Forwarded by: **The University Secretariat**

Motion: That Senate approve the Senate Representatives on the Search Committee for the Associate Vice-President, Academic Affairs.

Information regarding the election process for Senate representatives on the Search Committee for the Associate Vice-President, Academic Affairs is contained below. A call for nominations was sent out to Senate members containing a memo, a nomination form and an eligibility list. Voting will take place at the April 11, 2014 Senate meeting.

To: **All Senate Members**

Date: March 18, 2014

From: Maria Giampuzzi
Elections Manager
Office of the University Secretariat

Re: **Call for Nominations for Senate Representatives on the Search Committee for the Associate Vice-President, Academic Affairs**

In accordance with Bylaw 13: Associate Vice-President, Academic Affairs, the process for a search must be normally initiated one calendar year prior to the expected date of appointment where there is no incumbent. Therefore, a Search Committee for Associate, Vice-President Academic Affairs is being initiated. The Office of the University Secretariat shall conduct the election for the Senate portion of the membership, in accordance with the bylaw.

Bylaw 13: Associate Vice-President, Academic Affairs

2.2 Search Committee

- 2.2.1 There shall be a Search Committee composed of the Provost and Vice-President, Academic, as chair, **four decanal/faculty/librarian members of Senate elected by the Senate, one student member of Senate elected by the Senate**, and an Employment Equity/Procedures Assessor (EE/PA) [non-voting].
- 2.2.2 Both genders shall be represented among the non-student voting members on the Search Committee. Where necessary a decanal/faculty/librarian member from the non-represented gender shall be elected, by the Search Committee from a list of eligible faculty members of the Senate provided by the University.
- 2.2.3 If a member of the Search Committee steps down, a replacement will be appointed by the remaining members of the Committee giving due consideration to the appropriate constituency representation.

****NB:** where there is only one male or one female nomination from among the decanal/faculty/librarian members of Senate, that member shall be acclaimed to the Search Committee.

If you wish to submit a **nomination for a [decanal/faculty or student senate member](#)** please do so by filling out the attached nomination form and returning it to Maria Giampuzzi, Office of the University Secretariat, Room 201 Health Education Centre - Toldo. Please find a copy of the 2013-2014 Senate eligibility list attached.

***Please note:** The work of this committee will begin immediately and will go into the summer months please ensure that if you are interested in being nominated that you are available during this time period.

Decanal Faculty Nominations

***Please note:** If your nominee will be going on sabbatical during the time that the search committee may be meeting please take that into consideration.

Election Process

Nominations (signed by the nominator and the nominee) are due in the Office of the University Secretariat, Room 201 Health Education Centre, **by 4:00pm, Wednesday, April 2, 2014.** Nominations will **also be open to the floor at the April 11, 2014 Senate meeting.** Please keep in mind that if you are nominating someone on the floor of Senate who will not be present at the Friday, April 11, 2014 meeting, their name appearing on the eligibility list, you must ensure that you have a signed copy of the nomination form at the meeting, with both the nominee and nominators signatures. The nominations garnered prior to the meeting and the nominations received on the floor of Senate will be placed on a ballot. Once nominations have ceased, **voting will take place by secret ballot at the April 11, 2014 Senate meeting.**