McLennan Community College Elections Procedures

The following document is written with the intention of providing detailed information regarding the yearly elections in the following categories: Faculty Council Vice President, Sabbatical Leave Committee, Professional Development Committee, and Tenure Committee as well as for electing Minnie Piper Stevens Professor nominees at McLennan Community College. The McLennan Community College Faculty Council Elections Committee is responsible for conducting the yearly elections as well as tabulating the votes with the support of the Institutional Research and Effectiveness Office. However, the Institutional Research and Effectiveness Office is not authorized to release/share elections results with the public. Any questions regarding elections and their results must be directed to the Elections Committee.

Elections in the following categories: Faculty Council Vice President, Sabbatical Leave Committee, Professional Development Committee, and Tenure Committee as well as for electing Minnie Piper Stevens Professor nominees will take place in April every year. Elections consist of two rounds: primary election and a final (run-off) election. Primary elections will be opened on the first Tuesday after the first Monday of April every year and will continue to be open for the next seven (7) continuous calendar days. Final (run-off) elections will take place no later than ten (10) days after primary election closing day and will continue to be open for the next seven (7) continuous calendar days.

All the elections for the categories mentioned above shall use the election procedures described below. All voting shall be by secret ballot and the voter preference will be submitted electronically.

A) Voters: all full-time faculty members and adjuncts can vote on the yearly MCC elections

B) Nominating (or Primary) Elections:

1) For Faculty Council Vice-President: from a list including the names of all full-time faculty members who have previously served on Faculty Council, a voter shall nominate in the primary election no more than one (1) candidate. According to the McLennan Community College Faculty Council policies and procedures, E-XXI, the nominee must be a full-time faculty member who has previously served on the Faculty Council for a term of at least one year. Adjuncts are not eligible.

The individuals receiving the highest three (3) numbers of votes (nominations) will be notified by the chair of the Elections Committee and asked if they are willing to accept the nomination. The
notified persons accepting their nominations shall be the candidates for the final Faculty Council Vice-President election.

2) For Sabbatical Leave Committee, Professional Development Committee, and Tenure Conversion Committee: according to those committees’ policies and procedures for selection of members, (please refer to each committee’s policies and procedures for more information) voters shall choose their candidates from a list of all eligible full-time faculty members in each Dean’s area. Voters shall nominate as many candidates as indicated by the corresponding committee’s policies and procedures. Adjuncts are not eligible.

For the Tenure Conversion Committee, voters will also choose one (1) candidate from a list of names of all eligible full-time support staff.

The persons with the highest number of votes (nominations) shall be notified by the chair of the Elections Committee and asked if they are willing to accept the nomination to serve on that committee. The number of persons to be notified will depend on the number of vacancies to be filled on those committees.

The persons with the highest number of votes (nominations) accepting their nominations shall be candidates for the final election.

3) For Minnie Piper Stevens Professor Award Nominations; from a list including the names of all eligible full-time faculty members, a voter shall nominate in the primary election no more than one (1) candidate. Adjuncts are not eligible.

The persons receiving the five (5) highest number of votes (nominations) will be notified by the chair of the Elections Committee and asked if they are willing to accept their nominations. According to Minnie Piper Stevens Professor Award policy, those candidates wanting to be considered for the next and final round of elections must submit the following documentation: Curriculum Vitae; Best Practices; and Teaching Philosophy.

The persons with the highest number of votes (nominations) accepting their nominations and submitting the corresponding paperwork shall be candidates for the final election.

C) Final Elections:

1) For the office of Faculty Council Vice-President, the names of the three (3) persons with the highest number of votes from the primary elections who are willing to serve as the Faculty Council Vice-President are included on the final ballot. The person with the highest number of votes from the final election shall be appointed as the Faculty Council Vice-President.
If a tie occurs, a run-off election shall take place. The person with the highest number of votes from that run-off election, will be appointed as the Faculty Council Vice-President.

The elected Faculty Council Vice-President shall take office on the first day of June following the elections.

2) For Sabbatical Leave Committee, Professional Development Committee, and Tenure Conversion Committee; depending on the number of vacancies available for each committee, the names of the persons with the highest number of votes from the primary elections who are willing to serve on those committees are included on the final ballot. The individuals with the highest number of votes from the final election shall be appointed as a new member of those committees. The number of persons to be appointed depends on the number of vacancies to be filled.

If a tie occurs, a run-off election shall take place. The person(s) with the highest number of votes from the new run-off election, depending on the number of available seats to be filled, will be appointed as member(s) of that committee.

Elected members shall take office on the day specified by the policies and procedures of each committee.

3) For Minnie Piper Stevens Professor Award Nominations; the five (5) persons with the highest number of votes from the primary elections and submitting the requested paperwork as described above are included on the final ballot.

The person with the highest number of votes will be the McLennan Community College Minnie Piper Stevens Professor Award Nominee.

If a tie occurs, a run-off election shall take place. The person with the highest number of votes from the new run-off election will be the McLennan Community College Minnie Piper Stevens Professor Award Nominee.