

Guidance Document for The Faculty Council Elections Committee

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Duties

The Faculty Council Elections Committee and Chair execute and provide *oversight* of Faculty Council elections to ensure they adhere to existing policy. Changes to policy require the approval of Faculty Council and should be addressed with faculty council leadership and the faculty council Policy Committee. Each Spring Semester, the Elections Committee holds elections for the following positions:

- [Faculty Council Vice-President](#) (becomes President the following year)
- [Minnie Piper Stevens Professor Award](#)
- [Professional Development Committee](#)
- [Sabbatical Leave Committee](#)
- [Tenure Conversion Committee](#)
- Due Process [Advisory Committee](#) (for faculty dismissals)

Each committee has its own policies and leaders; refer questions about these committees to their committee chairs and/or consult the relevant policy. Note that some committees have different numbers of seats open in even and odd numbered years. See *Contact People* below for an excellent list of resources if you have questions. The Elections Committee is NOT involved with NISOD, though it was in the past.

Ballot Information

The Office of Institutional Research & Effectiveness (OIRE) handles the technical assembly and distribution of the ballot, rather than the Elections Committee. Note that not all employees can vote for/serve on all positions. The Elections Committee chair should contact OIRE in the Fall and again early in the Spring semester to plan.

Most importantly, the Elections Committee ensures the ballot has correct wording and clear organization. For instance, names on the ballot should be listed in uniform fashion for each office / committee slot, such as in alphabetical order by last name. Each nomination form should include a link to the committee description, policy, and/or website link with more information. Committee members should also proofread the header for each office. Human Resources and OIRE should ensure the correct people appear in each section of the ballot. The committee also should determine who is ineligible for certain committee seats (just served, etc.). Some policies restrict someone

from serving again while others do not. Committee members should review each policy and screen out ineligible members between the nomination and election periods.

Elections Committee members should vote as early as possible. If there is a functionality issue with the ballot, contact Laura Wichman ASAP.

Current Policy

Any adjustments or changes to elections policy must happen in the Fall. This allows sufficient time to have changes approved through the Policy Committee and Faculty Council before the Spring Semester.

Each election process includes nominations, the election itself, and, potentially, a runoff. This process is outlined in FCVP policy, and Faculty Council voted in Fall 2023 to use consistent processes for all elections and to follow the procedures outlined in this document.

Nomination

The nominating ballot will list faculty candidates for FCVP and all other committees, including: Professional Development, Sabbatical Leave, Tenure-Conversion, and Advisory Committees. Faculty Council also runs the election for the Minnie Stevens Piper Nominee. Voters should be encouraged to self-nominate if interested in a position, and nomination forms should include links to information about the committee/position. Voters may nominate up to double the number of people for slots available (i.e. for FCVP, there is one position available, which means a voter could submit two nominations). For the Minnie Piper Stevens election, nominators are required to provide a written statement about why that nominee is worthy of that award. The Nominating Ballot opens on the first Wednesday in February and remains open for seven consecutive calendar days.

After the nomination closes, the OIRE emails the results to the entire Elections Committee. The chair and the committee then contact candidates to ask if they are interested and verify their eligibility. Anyone nominated for a position who is interested and eligible is then added to the official ballot for the election in March, regardless of the number of nominations. When the Committee contacts nominees, all nominees for the position should be notified together (all nominees for FCVP or Professional Development Committee receive the same email) and provided with descriptions/links to more information about each position. All Minnie Piper Stevens Nominees would be invited to complete an application which will be viewable during the election. The Minnie Piper Stevens Application packet, including teaching philosophy, CV, an example assignment, and overview of service to the college and community, will be available to view on Sharepoint; a link will be provided in the election ballot. Once the nominee list is ready, the Elections Committee Chair works with OIRE to prepare the main Election ballot.

Election

The Election starts on the first Wednesday following the week of Spring Break every year and continues for seven (7) consecutive calendar days. If a nominee receives a majority of the vote for a particular position, they are not required to participate in a runoff. If there is not a clear majority, the Committee organizes a runoff. In the case of a runoff, the top candidates up to double the number of slots proceed to the runoff (e.g. if Sabbatical leave committee needs two Arts & Sciences positions, so the top four candidates proceed to the runoff). If there is a tie between the top number of individuals (e.g. #3, 4, and 5 top candidates for Arts & Sciences Sabbatical Leave each received 7 votes), all candidates with the same number of votes would proceed to the runoff (so, the top 1 – 5 spots would all be on the runoff ballot).

The Runoff Election & Final Results

If no candidate receives a majority, a runoff occurs no later than ten consecutive calendar days after the election closing date and remains open for the next seven consecutive calendar days. The candidate(s) with the most votes in the runoff is selected. The Elections Committee convenes to review results from the runoff. It is best to invite FCP and FCVP to the meeting to coordinate next steps.

The total number of votes for each committee is disclosed to nominees in the elections and to others upon request. For example, after the runoff process, the Elections Committee should send total vote tallies for that particular position to all individuals who ran on the ballot. Any faculty member, whether or not they were part of the election, can inquire about the vote tallies after voting concludes - the committee can share vote tally information with the individual making the request. Work with the elections committee to send election results to the elected candidates and candidates who were not selected as well as college leadership (the President) before contacting the entire faculty body.

Communications

The Elections Committee Chair should send out an announcement to the entire faculty (**faculty and adjunct** aliases) the day before each election starts. Sending out a reminder the day before the primary and runoff elections close is a best practice as well. Since OIRE sends out emails with the ballot links and reminders to those who have not yet voted, coordinate the chair's reminders with the OIRE emails to avoid duplicating emails.

Announcement emails to faculty should be concise and informative. List what offices, etc., will be on the ballot and the dates of the election. The shorter the email, the more likely faculty members will read it.

Contact People

Here are the contact people that will be most helpful to the committee for the elections process.

Ballot Creation:	Laura Wichman; Chief Research & Effectiveness Officer lwichman@mclennan.edu
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Professional Development Committee	Mikken Canham; Coordinator, Professional & Organizational Development mcanham@mcleannan.edu
Minnie Piper Stevens Professor Award Information:	Brenda Price; Senior Executive Secretary to the Vice President of Instruction & Student Engagement Bprice@mcleannan.edu
Sabbatical Leave Committee	
Tenure Conversion Committee	
Compliance Technician	Shardae Kelly; Compliance Technician, Instruction & Student Engagement skelly@mcleannan.edu <i>The Compliance Technician helps to maintain committee lists so they are a good resource for who may currently be serving on various committees.</i>

Elections Timeline

Fall Semester	
August or September	<ul style="list-style-type: none"> ▪ Meet and select a committee chair ▪ See if any other business needs to be conducted (policy change, etc.)
November	<ul style="list-style-type: none"> ▪ Contact OIRE and introduce yourself ▪ Contact Brenda Price to see what committee seats will need to be filled in the Spring
Spring Semester	
January	<ul style="list-style-type: none"> ▪ As soon as the semester starts, contact OIRE and begin making preparations for the nomination ballot ▪ Host interest meeting for faculty members to learn more about various committees and positions up for election. ▪ Finish developing nomination ballot before the end of January
February	<ul style="list-style-type: none"> ▪ Nomination ballot is sent to all Faculty the first Wednesday in February and will be open for seven consecutive calendar days ▪ After nomination round is closed, elections committee will need to reach out to all nominees to determine willingness and eligibility to serve for all positions that individual was nominated for. Ensure that nominees have an understanding of the requirements and time commitment of position before adding to ballot. ▪ Start to assemble names from willing nominees for main election and contact OIRE to begin preparing the Primary Election ballot. All willing and eligible nominees, regardless of number of votes, are added to the ballot. Minnie Piper Nominees will need to submit applications; assemble these and coordinate where they are deposited on Sharepoint. ▪ Host a prospective FCVP gathering for nominees to learn more about the position.
March	<ul style="list-style-type: none"> ▪ Have the Primary Election ballot assembled, reviewed and ready to be sent <i>before</i> you leave for Spring Break ▪ You may even send out a <i>very short</i> announcement that elections will take place right after Spring Break ▪ Send out an election announcement to the faculty the day before the election opens ▪ Primary Election ballot is sent to all Faculty the first Wednesday after Spring Break and will be open for seven consecutive calendar days ▪ Send a final reminder before the election closes
Primary Election Held	
After the Primary	<ul style="list-style-type: none"> ▪ Meet with the committee and select the candidates for the Runoff Election

Prior to the Runoff	<ul style="list-style-type: none"> ▪ Contact OIRE to begin preparing the Runoff Election ballot ▪ Review the final Runoff Election ballot ▪ Send out the Runoff Election announcement to the faculty the day before the election opens ▪ Runoff between the top candidates will take place no later than ten (10) consecutive calendar days after Election closing date and will continue to be open for the next seven (7) consecutive calendar days. ▪ You can send a reminder before the election closes
Runoff Election Held	
After the Runoff	<ul style="list-style-type: none"> ▪ Meet with the committee and disclose the final voting results ▪ Send out a “results” email to the President, VPs, and after their approval (for Minnie Piper, Advisory Committee, and Tenure Conversion Committee), the election participants then the entire faculty body ▪ Email PD Committee Chair and Coordinator of PD results for who will serve on PD committee the following year ▪ Email Senior Executive Secretary to the Vice President of Instruction & Student Engagement and Compliance Technician the list of who will be serving on what committee the next year ▪ Email Brenda and the MCC Foundation who the Minnie Stevens Piper recipient will be
<i>The Elections Committee’s work should be concluded at this point.</i>	

Election Descriptions & Requirements

Election	Description	Election Eligibility	Voting Eligibility	Election Cycle/Timing
Vice President Faculty Council	Term shall run from the first day of June through the last day of May the following calendar year. Serve as at-large representatives of the faculty.	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time faculty who have been full-time faculty for a year and have served on Faculty Council. • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Part-time and Full-time Temporary faculty ○ Full time faculty who have not served on faculty council 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty ○ All Part-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ N/A 	<ul style="list-style-type: none"> • Annual
Minnie Piper	The Piper Professor awards bring recognition to outstanding achievement in the teaching profession in colleges and universities in the state of Texas. The selection committee looks for instructors who are well-rounded, outgoing teachers, devoted to the profession, who have made a special impact on their students and communities.	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time faculty • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Part-time and Full-time Temporary faculty ○ Past Minnie Piper Winners at the State Level ○ Immediate prior year Minnie Piper Nominee 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty ○ All Part-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ N/A 	<ul style="list-style-type: none"> • Annual
Professional Development Committee	<p>Provide opportunities and incentives for all staff to improve the effectiveness of instruction and the efficiency and effectiveness of all support programs.</p> <p>Ongoing participation in development activities is expected for all employees. This supports the college’s mission “to</p>	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time faculty • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Part-time and Full-time Temporary faculty 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ All Part-time faculty 	<ul style="list-style-type: none"> • Odd years: 2 Arts & Sciences faculty and 1 Workforce & Health Professions faculty • Even years: 1 Arts & Sciences faculty and 2 Workforce &

	engage, educate, and enrich its community.”			Health Professions faculty
Sabbatical Leave	<p>Sabbatical Leave is designed to provide enrichment and enhancement of an MCC employee’s knowledge, skills, and ability in their field of instruction or administrative work at MCC.</p> <p>Sabbatical Leave Committee consists of 5 members and is responsible for soliciting, accepting, and evaluating applications for Sabbatical Leave(s) and shall recommend the recipient(s) to the President of the College. The President shall make a recommendation to the Board of Trustees, who shall have final authority for selection of the Sabbatical Leave recipient(s).</p>	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time faculty • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Part-time and Full-time Temporary faculty 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty ○ All Part-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ N/A 	<ul style="list-style-type: none"> • Annual
Tenure Conversion Committee	<p>The committee will evaluate proposals for converting faculty to tenure track using criteria which are currently part of the faculty evaluation process.</p> <p>The committee will make recommendations to the Vice President of Instruction for faculty to be considered for the tenure track; there must be no more than one “No” vote for the faculty member to be recommended. The Tenure Conversion Committee would do most of its work during November to January and make recommendations to the Vice President</p>	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time tenured faculty ○ Support Staff or Professional Staff from all divisions of the college for the non-instructional member • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Non-tenure full-time faculty, Part-time and Full-time Temporary faculty ○ Deans, Division Chairs and Program Directors 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty ○ All Part-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ N/A 	<ul style="list-style-type: none"> • Odd years: Two (2) tenured faculty from Workforce/Health Professions and one (1) tenured faculty from Arts & Sciences, one (1) non-instructional member • Even years: Two (2) tenured faculty from Arts & Sciences and one (1) tenured faculty from Workforce/Health

	<p>of Instruction & Student Engagement by February 1 so that the full approval process might be completed prior to contracts being issued for the subsequent year. The Vice President of Instruction and Student Engagement must approve each request for conversion to the tenure track, no later than February 15.</p>			<p>Professions, one (1) non-instructional member</p>
<p>Due Process Advisory Committee</p>	<p>Due process as set forth in this statement embodies a course of professional proceedings in line with rules and principles generally recognized in the academic community. Proper dismissal procedures, established in anticipation of their being needed, are essential to an effective tenure system.</p> <p>The Advisory Committee shall be a standing committee of three members. The members shall be appointed by the President of the College from a panel of six elected by the faculty. Of the three persons initially appointed, one shall serve three years, one shall serve two years, and one shall serve one year.</p>	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time faculty • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Part-time and Full-time Temporary faculty 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ All Part-time faculty 	<ul style="list-style-type: none"> • Annual • Three elected faculty names are given to the President and the President selects one to serve for three years
<p>Hearing Committee</p>	<p>The Hearing Committee shall be an ad hoc committee of five members. These five members shall be chosen by lot from a panel of eight elected by the faculty. The Hearing Committee shall not include members of the Tenure</p>	<ul style="list-style-type: none"> • Eligible for Ballot <ul style="list-style-type: none"> ○ Full-time faculty • Not Eligible for Ballot <ul style="list-style-type: none"> ○ Part-time and Full-time Temporary faculty 	<ul style="list-style-type: none"> • Eligible to Vote <ul style="list-style-type: none"> ○ All Full-time faculty • Not Eligible to Vote <ul style="list-style-type: none"> ○ All Part-time faculty 	<ul style="list-style-type: none"> • Ad-hoc

	<p>Advisory Committee. In cases involving tenured faculty, the Hearing Committee shall include only faculty members of tenured status. Each member shall be subject to challenge for cause.</p>	<ul style="list-style-type: none">○ Members of the Tenure Advisory Committee		
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Example Email Correspondence

This is the email the Elections Committee sends out for those nominated for the Minnie Piper Award.

Minnie Piper Stevens

Congratulations, you have been nominated for the Minnie Piper Stevens award. The Piper Professor awards bring recognition to outstanding achievement in the teaching profession in colleges and universities in the state of Texas. The selection committee looks for instructors who are well-rounded, outgoing teachers, devoted to the profession, who have made a special impact on their students and communities.

Awards have been presented annually since 1958 by the Minnie Stevens Piper Foundation, which is a nonprofit that supports charitable, scientific and educational undertakings. You can find more information on MCC's Minnie Stevens Piper nominees on MCC's website [here](#).

If you wish to accept the nomination and be on the main election ballot to become MCC's nominee for the award, please confirm and respond to the below information.

- Those eligible must be full-time instructors (not adjuncts and not temporary contract).
- Nominees must provide the following supplemental materials: **The completed Minnie Piper Application; Curriculum Vitae; and an example of an assignment that showcases teaching and student engagement.**
- Please inform the elections committee by **Date**, if you wish to be considered for this award and **submit your supplemental materials by Date.**

Any nominees accepting the nomination will be placed on the election ballot in March. Links to nominees application will be located on the election ballot. Anyone receiving the majority of the votes will be recommended to the President as the Minnie Piper Stevens Award Recipient. If no nominee receives the majority of the votes in the first election round, the individuals with the two greatest number of votes will proceed to a runoff election.

This is the email the Elections Committee sends out for nomination of Professional Development Committee.

Professional Development Committee

Congratulations, you have been nominated to serve on the Professional Development Committee.

The term runs from Fall 2023 to Spring 2025. If elected, you would serve as an at-large faculty representative.

A standing Development Committee for Professional Employees has been established to solicit, collect and judge proposals submitted by full-time, regular professional employees for development, and to provide input for development activities on campus for all professional staff.

The following procedures relate to the duties and operation of the Committee:

1. The primary duty of the Committee shall be to solicit and evaluate the merits of the proposals submitted and make recommendations for funding to the appropriate Dean or Vice President.
2. The Committee shall also serve as an advisory committee for the Coordinator of Professional & Organizational Development for planning development activities on campus.

If you wish to accept this nomination and be placed on the ballot for this position during the general election in March, please confirm by **date** if you wish to be considered for this position. Thank you for considering serving the faculty in this capacity!

This is the email the Chair of the Elections Committee sends out for nomination of Sabbatical Leave Committee.

Sabbatical Leave Committee

Congratulations, you have been nominated to serve on the Professional Development Committee.

This is a 5-member committee that, with assistance from the office of the Vice President of Instruction, shall be responsible for soliciting and accepting applications. The Sabbatical Leave Committee will evaluate all applications and send its recommendation through the office of the Vice President of Instruction to the President of the College. The President shall make a recommendation to the Board of Trustees, who shall have final authority for selection of the Sabbatical Leave recipient(s).

The Sabbatical Leave Committee in cooperation with the office of the Vice President of Instruction and shall be responsible for informing the MCC campus of the leave grant application process each fall. The previous chair will convene the committee for the first meeting in September of the new academic year.

The deadline for Sabbatical Leave applications is February 1st. The selection process should be completed on or before February 15 of each year preceding the Sabbatical Leave period. The Sabbatical Leave Committee shall elect a member of the Committee to serve as Chairperson, and the Vice President, Instruction shall serve each year as a non-voting advisor.

If you wish to accept this nomination and be placed on the ballot for this position during the general election in March, please confirm by **date** if you wish to be considered for this position. Thank you for considering serving the faculty in this capacity!

This is the email the Chair of the Elections Committee sends out for nomination of Tenure Conversion Committee.

Tenure Conversion Committee

Congratulations, you have been nominated to serve on the Professional Development Committee. The term runs from Fall 2023 to Spring 2025. The committee must consist of 2 tenured members from Arts and Sciences, 1 tenured member from Workforce, and 1 person from the non-instructional area will be nominated.

The committee will evaluate proposals for converting faculty to tenure track using criteria which are currently a part of the faculty evaluation process. The committee will make recommendations to the Vice President of Instruction for faculty to be considered for the tenure track; there must be no more than one “No” vote for the faculty member to be recommended.

The Tenure Conversion Committee would do most of its work during November to January and make recommendations to the Vice President of Instruction by February 1 so that the full approval process might be completed prior to contracts being issued for the subsequent year. The Vice President of Instruction must approve each request for conversion to the tenure track, no later than February 15.

If you wish to be accept this nomination and be placed on the ballot for this position during the general election in March, please confirm by **date** if you wish to be considered for this position and confirm you meet the requirement below:

- Those eligible must be full-time instructors (not adjuncts and not temporary contract) who are tenured.

Thank you for considering serving the faculty in this capacity!

This is the email the Chair of the Elections Committee sends out for nomination of Due Process Advisory Committee.

Due Process Advisory Committee

Congratulations, you have been nominated to serve on a panel from which the President will appoint a member to serve on the Due Process Advisory Committee. Your name will be placed on the ballot during the general election in March. Anyone receiving the majority of the votes will be recommended to the President as a panel member of the Advisory committee. If no nominee receives the majority of the votes in the first election round, the individuals with the greatest number of votes will proceed to a runoff election, and the top three candidates will be placed on the panel. The President will choose one member of the panel to serve on the Advisory Committee for three years. The Due Process Proceedings that utilize the Advisory Committee is outlined in the Tenure Policy: <https://www.mclennan.edu/employees/policy-manual/docs/F-III-A.pdf>