I. Title Subchapter 3-300 Elections to Faculty Organizations

II. Policy

A. Section 3-301 Rules and Procedures

   1. Members of the Rules and Elections Committee are responsible for calling and conducting all faculty elections. If the electoral unit is a single department, a departmental faculty meeting shall be called for the purpose of the election. If the electoral unit consists of more than one department, members of the Rules and Elections Committee shall have the option of calling a meeting of the electoral unit or conducting a mail ballot.

   2. A person shall be declared to be elected when he/she has received a majority of the valid votes cast. If on any balloting no individual receives a majority vote, a run-off election shall be held between the two persons who received the most votes.

   3. Vacancies in the membership of any faculty body shall be filled in the same manner in which the position was originally filled. The determination of whether a vacancy exists in the membership of a faculty body shall be a responsibility of members of the Rules and Elections Committee. Whenever a vacancy occurs, the Rules and Elections Committee shall initiate procedures for filling the vacancy. A person who fills such a vacancy shall complete the term of office of his/her predecessor. No member may simultaneously hold elective positions on more than one of the following faculty bodies:

       a. The Committee on Rules and Elections;
b. The Undergraduate Assembly;

c. The Faculty Senate; or

d. The Graduate Assembly.

B. **Section 3-302 Provisions for Overlapping Terms of Office Election of members of the Committee on Rules and Elections, the Undergraduate Assembly, and the Faculty Senate shall be for two years. Members of each body shall be elected in April of each year and shall take office on September first of the same calendar year. For the Rules and Elections Committee, members from the College of Liberal Arts and the College of Business will be elected in odd-numbered years; members from the College of Science and the College of Engineering will be elected in even-numbered years. Additional members added due to the creation of new colleges or schools will be elected in a similar pattern, as determined by members of the Rules and Elections Committee. For the Undergraduate Assembly and the Faculty Senate, the following procedure shall be followed. If the total number of members from a college or school is even then one-half the members from each college or school shall be elected each year. If the total number of members from a college or school is odd, an even number shall be elected in each even-numbered year and an odd number shall be elected each odd-numbered year. If reapportionment creates a new seat for a college or school, and if the election for the new member does not meet the criteria for number and year described above, his or her term shall be for one year.**

III. **Definitions**

None

IV. **Relevant Federal and State Statutes**

None

V. **Relevant UT System Policies, Procedures and Forms**

None

VI. **Who Should Know**

Members of the faculty; academic administrators.

VII. **UT Arlington Office(s) Responsible for Policy**
The Office of the Provost and Vice President for Academic Affairs

VIII. **Dates Approved or Amended**

Amended August 2013

IX. **Contact Information**

All questions concerning this policy should be directed to the Office of the Provost and Vice President for Academic Affairs, (817) 272-2011.