

Senate Assembly

Standard Operating Procedure

SACUA Vacancies

The Senate Rules provide that “a temporary or permanent vacancy shall be filled by any method approved by the Assembly,” and the following procedure shall be that approved method (Article III, section I). Completing this procedure requires approximately five to six weeks.

- **Vacancy.** SACUA members who need to temporarily or permanently step down from membership on SACUA should inform the SACUA Chair and the Faculty Senate Office (FSO) as soon as possible. Sabbaticals and parental leave are supported as a temporary vacancy. Generally, vacancies do not need to be filled for temporary leave occurring during the summer months or for less than two months during the academic year.
- **Vacancy Election.** SACUA vacancies shall be filled by current Senate Assembly members pursuant to a special election timed to minimize how long a SACUA seat is vacant.
- **Vacancy Term Length.** If a vacancy is temporary, the term of the vacancy seat shall be until the return of the SACUA member who was temporarily replaced. If the vacancy is permanent, the term of the vacancy seat shall be until the end of the term of the SACUA member being permanently replaced.
- **Vacancy Election Process Initiation.** The vacancy election process shall begin through either a SACUA or Senate Assembly vote to approve the initiation of the process.
- **Nominations.** Within three workdays of the initiation of the vacancy election process, the FSO will announce by email to the Senate Assembly the following:
 - Notice that for a period of three weeks commencing immediately, the FSO is receiving nominations (including self-nominations) of current Senate Assembly members to fill a vacancy on SACUA;
 - The vacancy term period;
 - A short summary of SACUA responsibilities;
 - Eligibility details;
 - Information about how to submit nominations;
 - The deadline for nominations.
- **FSO Duties During the Nomination Period.** On a rolling basis as nominations are received, the FSO will perform the following duties:
 - Confirm nominee eligibility while considering SACUA’s current composition, the Senate Rules, and this procedure;



- Contact nominees to confirm their interest;
- Contact nominees to request a written candidate statement.
- **Candidate Statement.** Eligible and interested nominees must submit a written candidate statement of no more than 100 words within two workdays following the close of the nomination period. They may also provide a two-minute maximum video statement, with the FSO available to help candidates record that video.
- **Ballot.** Within three workdays of the close of the nomination period, the FSO will distribute an electronic ballot to the Senate Assembly to vote on one candidate to fill the vacancy, with the ballot remaining open for 72 hours. The ballot will include biographical information about each candidate as well as their provided candidate statement. The top vote-getter shall be elected for the term of the vacancy.
- **Ties.** If the vote on the ballot results in a tie, an electronic runoff election will take place within one week, over a period of 72 hours.
- **Announcement.** Within two workdays of the close of a ballot successfully electing a Senate Assembly member to fill the SACUA vacancy, the FSO will announce the result to the Senate Assembly.

Approved by SACUA: September 16, 2024

Approved by the Senate Assembly: September 23, 2024