

FACULTY REGENT ELECTION RULES & REGULATIONS

Updated with changes approved at the October 27, 2003 meeting of the Faculty Senate
Edited January 25, 2018 by the Faculty Senate Elections Committee
& Faculty Senate President.

1. The Election Committee of the Faculty Senate shall organize and carry out the election of the regent and report the results to the Senate.
2. The Election Committee shall be appointed no later than January 1 of the year of a Regent election.
3. The Election Committee shall also determine the eligibility of all faculty to vote in the election for Faculty Regent. Anyone with the status non-tenured permanent renewable lecturer or above, including administrators with faculty rank, is eligible to vote for Faculty Regent, provided that the faculty member has a full-time appointment at Northern Kentucky University (regardless of his/her current assignment).
4. Faculty eligible to run for Faculty Regent must be of the ranked of assistant professor or above [KRS 164.321]. They are full-time teaching faculty, research faculty, or library faculty. A faculty member is eligible to run for Faculty Regent if he/she holds a faculty contract (as opposed to an administrative appointment sheet) and if not more than 50 percent of his/her regular University assignment is in administration. The Elections Committee Chair / Faculty Senate assistant shall contact the Deans to determine the eligibility of each faculty member that has been nominated as a candidate for Faculty Regent.
5. The Election Committee is deemed a Board of Elections and is empowered to rule on matters pertinent to the election process, such as the eligibility of a faculty member to become a candidate for Faculty Regent and the eligibility of a faculty member to vote for Faculty Regent. The committee is further empowered to interpret the rules for election and other related procedural matters.
6. The committee shall issue a Call for Nominations, which shall include a listing of the eligibility criteria for running for Faculty Regent. The call shall be sent out to all faculty and published as a public notice in the various forms of campus communication such as, but not limited to, **NKU Faculty Facebook**, through the **This Week announcement, Faculty Senate website**, and an **NKU FACULTY** e- mail.

At least one announcement shall include:

- a) The eligibility requirements for running for Faculty Regent
 - b) A statement indicating that nominations and questions concerning the election procedures should be directed to the chair of the Election Committee & Faculty Senate assistant,
 - c) The deadline for submissions of nominations, including the date and hour,
 - d) A statement indicating that the person being nominated must sign a statement indicating a willingness to serve as Faculty Regent, if elected,
 - e) A statement specifying the duration of the tenure of the Faculty Regent (3 years).
7. The announcement of the names of the candidates and the election information shall be made no less than seven calendar days before the election. The Election Committee / Faculty Senate assistant will announce the names of the candidates, listed in alphabetical order, and the dates of the election.
 8. Each nominee for the position of Faculty Regent, upon becoming a candidate, will receive a copy of the procedural rules (i.e. [this document](#)).
 9. There will be an open forum for candidates during the week(s) before the election.

10. The Election Committee / Faculty Senate assistant may have the Information Technology department develop an electronic ballot for the elections to be held on-line, and a link to that ballot be provided at the time of the election on the [Faculty Senate web page](#) .The election process may also be technically performed by the Faculty Senate office with voting link distributed to qualified voters.
11. Eligible faculty shall cast their votes by logging in with a user name and password or other technically secured program. Detailed information concerning this process will be delivered with the announcement of the names of candidates (see #7 above).
12. Candidates' names will be listed on the ballot in alphabetical order, and voting instructions will be announced via campus communications such as an **NKU FACULTY** e-mail, social media, Faculty Senate website, etc.
13. The Faculty Senate assistant may provide Information Technology with an electronic list of eligible voters and only those deemed eligible by the Elections Committee list will be permitted to log on to the election's web page. Voters will be permitted to log on, as many times as needed, however he or she will only be permitted to cast a vote one time. This is done by clicking on the "submit vote" button. The voter will not be permitted to return to the ballot page after the vote is submitted.
14. Voters shall be permitted to vote for one candidate only.
15. Faculty Senate Office/Information Technology shall keep the running tally of all votes casts. Ballots are tallied anonymously. Elections results will be given to the Elections Committee within twenty-four hours after end of elections. Elections results will then be announced to the candidates via e-mail to their NKU e-mail account.
 - a) If the election yields a winner (with one candidate receiving 50% + 1 of the valid votes cast), the results will subsequently be announced to the public through University communications.
 - b) If no candidate receives a majority vote (defined as 50% + 1 of the valid votes cast), a run-off election will be scheduled, as soon as a public announcement of the new election can be made.
 - c) The procedure adhered to in the first election will be followed in all subsequent run-off elections.
 - d) To determine eligible candidates for the run-off election, the Election Committee will rank all candidates by the number of valid votes won, scheduling a run-off election between the two candidates with the most votes. If two or more candidates are tied with the most votes, these candidates will contest the run-off election. In the case that following the front runner there is a tie between the next two or more candidates, then these candidates will be included in the run-off. The candidate who receives 50%+1 of votes in the ensuing run-off election(s) will be declared the winner.
16. Public announcement of the all run-off elections will be made through the **campus communications, NKU FACULTYALL** e-mail and Faculty Senate website. The Elections Committee Chair / Faculty Senate assistant shall release the final and winning election result through University Communications department.
17. All potential candidates shall familiarize themselves with Faculty Regent election rules, including those referring to eligibility as explained by the State of Kentucky regulations for Board of Regents, particularly those in regulations KRS 164.00 (17), 164.321, and 164.360 (2).
18. If the elected candidate is unable to serve or serve out his/her term by reason of death, disability, or legal restriction, automatically the runner-up will fill the position, thus requiring no new election. If the runner-up does not wish to take the position, then the next most-voted candidate will fill the position. The same procedure will apply if the Board member chooses to resign during his/her term.