



## President of the Faculty Senate

---

TO : Faculty Senate  
FROM: Andrew Wright, President of the UALR Assembly and Faculty Senate  
SUBJECT: Provost Search Committee Representation for Faculty  
DATE: December 9, 2016  
NUMBER: FSM-2016-14

A review of “institutional memory” on the last three provost searches has yielded the following recommendation on how we proceed in selecting faculty members for the current search committee.

Faculty representatives should be chosen by the academic units themselves. The Bowen School of Law, the College of Arts, Letters, and Sciences, the College of Business, the College of Education and Health Professions, the College of Social Science and Communications<sup>1</sup>, the Donaghey College of Engineering and Information Technology, and the Ottenheimer Library<sup>2</sup> should each elect a representative and an alternate.

**Eligibility:** Members of the college/school/library assembly are eligible to serve and to vote. Membership will be determined by an approved college governance document. If no such document is approved, then the generic college governance document will be used.

**Nominations:** Nominations may be made to the Secretary of the Faculty Senate by December 16, 2016 for inclusion on the ballot. Write-in votes may also be made at the time of voting.

**Balloting place:** the office of the dean/director for the college/school/library.

**Ballots:** All ballots will be identical and secret (no identifying information about the voter on the ballot). The dean’s office will construct a list of eligible voting members, and check off the name when the ballot is distributed to the voter. The voter will place the ballot in a sealed ballot box maintained by the dean’s office. There will be a place to write in a name.

**Not on the list:** For those eligible voters not on the list, the ballot will be placed in a sealed envelope with an identifying number on the outside. The number and name of the voter will be maintained on a separate list. All such ballots and the list will be delivered to the President of the Faculty Senate. The Faculty Senate Executive Committee will determine eligibility.

At poll closing, all ballots will be delivered to the President of the Faculty Senate. The Faculty Senate Executive Committee will count the votes.

The faculty member in each college/school/library with the most votes will be that unit’s representative to the search committee. The faculty member with the second most votes will be the alternate, who will substitute for

---

<sup>1</sup> Faculty members in IELP, Academic Success, and University College will be represented through CoSSC (see “University Representation for Academic Success and IELP,” 5/3/2014).

<sup>2</sup> Faculty members of Collections and Archives will be represented through the Ottenheimer Library.

the representative if that person is unable to serve. In the event of a tie, the representative or alternate will be determined by lot by the Faculty Senate Executive Committee.

Date polls open: Friday, Jan. 6, noon

Date polls close: Tuesday, Jan. 10, noon