**Academic Council Membership: College Elections**

**Election Procedure**

In accordance with the provisions of Statute CCCLVI, a series of College elections will be held to elect the College membership of Academic Council, as follows:

1. **Academic Staff Elections:** College elections will be held to elect members across the academic grades of Lecturer, Senior Lecturer and Professor
2. **Postdoctoral Elections:** Elections of Postdoctoral staff will be held in each College to elect 2 Postdoctoral staff, 1 male and 1 female, per College
3. **Student Elections:** Students’ Union elections will be held in each College to elect 2 students per College

**1. Academic Staff Elections**

1.1 Four separate College elections will be held with each College required to elect across the academic grades of Lecturer, Senior Lecturer and Professor

1.2 100 College places will be allocated across the four Colleges in proportion to size, as follows:

* + College of Science and Engineering – 30 members
  + College of Arts, Social Sciences and Celtic Studies – 25 members
  + College of Medicine, Nursing and Health Sciences – 25 members
  + College of Business, Public Policy and Law – 20 members

1.3 College membership must include Heads of School in each College and a minimum of 3 Professors, 1 Senior Lecturer and 1 Lecturer

1.4 The membership of Academic Council is required to meet the overall gender balance requirement of 40%. In accordance with the provisions of Statute CCCLVI, ‘where it is not practicable to achieve a 40:40 male-female balance due to the gender profile of Ex Officio members at any given time, the balance shall otherwise be achieved flexibly via individual College electoral membership and/or trans-College electoral membership.’

The gender balance in the Ex Officio membership is currently 20% female, 80% male. In order to achieve 40% gender balance overall, there is a requirement for the College membership as a totality to deliver at least 44% (or 44) female members.

In meeting the overall gender balance requirement, each College will seek to achieve gender representation proportionate to its gender profile, with separate gender quotas for each College.

1.5 All College members holding an academic contract at Lecturer, Senior Lecturer and Professor levels are eligible to run for election and to vote. Notice of the election and a call for nominations will be issued to all College members eligible to vote at the outset of the process, based on the March 2018 HEA staff return. College Administrative Officers to notify the Academic Secretary of any names missing from the register so that voter eligibility can be validated. The Returning Officer’s decision on voter eligibility is final.

1.6 A call for nominations from the relevant academic grades within the College will issue, noting gender requirements, requesting signed nomination papers be submitted, in writing or by email, to a nominated Election Co-ordinator in the College Office within 10 calendar days of the call for nominations.

Each nominee and one seconder must sign the nomination paper and return it to the College Office by the closing date and time.

1.7 An election will be held where the number of nominees is greater than the number of representatives to be selected.

1.8 In the event that there are insufficient nominees in any category by the deadline, those who have been nominated are automatically elected, provided the number of males or females nominated does not exceed the gender quota for that College. The deadline for nominations to fill the remaining places is then extended for one further week.

1.9 Members are eligible to vote only in the College of primary affiliation.

1.10 In the case of joint appointments, members may elect to vote in only one College. A list of joint appointees will be sent to the relevant College Election Co-ordinators for cross-checking.

1.11 Votes are to be cast in person. A ballot box will remain open for three days in College offices, between the hours of 10am and 12pm, and 2pm-4pm, to facilitate staff members on field work, annual and other leave, etc. insofar as possible.

Arrangements will be made for ballot boxes to be held at off-campus locations e.g. Medical Academies and Shannon College of Hotel Management.

A clear electoral register will be maintained by the designated College Administrator for signature by members when casting their vote.

Voters are requested to bring Staff ID card or another form of photo ID with them when voting.

1.12 Members will have 3 votes; each of equal value.

1.13 Voters are requested to place an X (or equivalent symbol) beside the names of up to three candidates. If more than three candidates are selected, the ballot paper will be deemed invalid. . The Returning Officer’s decision on the validity of votes is final.

1.14 A Returning Officer will oversee the process of counting all College votes at one central location. She/He will be supported by independent external process overseers.

1.15 The votes will be gathered and counted in a public forum by appointed tellers, overseen by the Returning Officer and independent external process auditors. The Returning Officer’s decision is final.

1.16 Positions will be filled on an open basis once minimum requirements for each grade, including gender quota, have been met i.e.:

* 3 highest ranked Professors are automatically elected
* The highest ranked Senior Lecturer is automatically elected
* The highest ranked Lecturer is automatically elected

All other positions will be filled by a simple majority vote, and in accordance with relevant gender quota for each College.

1.17 In the event of a tie in a given category, the winner will be chosen by the drawing of lots.

1.18 The final number of votes per candidate will not be released publicly but a record of the count will be held by the Academic Secretary’s Office.

1.19 In accordance with the provisions of Statute CCCLVI, the term of office of College staff members is 3 years from 1st of September, 2018.

1.20 In the event that an existing member’s status changes over the course of the term (through promotion, resignation, retirement), the casual vacancy will be filled through the co-opting of new College members.

Note: See Appendix One for Schedule of staff elections

See Appendix Two for specific requirements for the election of members in the College of Science and Engineering

**2. Postdoctoral Staff Elections**

2.1 Four separate College elections will be held with each College required to elect two Postdoctoral staff members each, 1 to be female and 1 male, per College.

2.2 All contract research staff are eligible for election.

2.3 In meeting the overall gender balance requirement, each College will elect one female and one male postdoctoral staff member.

2.4 All staff holding research contracts are eligible to vote in the Postdoctoral staff election. Notice of the election and a call for nominations will be issued to all relevant staff eligible to vote at the outset of the process, based on the March 2018 HEA staff return. College Administrative Officers to notify the Academic Secretary of any names missing from the register so that voter eligibility can be validated. The Returning Officer’s decision on voter eligibility is final.

2.5 A call for nominations from the Postdoctoral staff cohort within the College will issue, noting gender requirements, requesting signed nomination papers be submitted, in writing or by email, to a nominated Election Co-ordinator in the College Office within 10 calendar days of the call for nominations.

Each nominee and one seconder must sign the nomination paper and return it to the College Office by the closing date and time.

2.6 An election will be held where the number of nominees is greater than the number of representatives to be selected.

2.7 In the event that there are insufficient nominees in any category by the deadline, those who have been nominated are automatically elected, provided the number of males or females nominated does not exceed the gender quota for that College. The deadline for nominations to fill the remaining places is then extended for one further week.

2.8 Members are eligible to vote only in the College of primary affiliation.

2.9 In the case of joint appointments, members may elect to vote in only one College. A list of joint appointees will be sent to the relevant College Election Co-ordinators for cross-checking.

2.10 Votes are to be cast in person. A ballot box will remain open for three days in College offices, between the hours of 10am and 12pm, and 2pm-4pm, to facilitate staff members on field work, annual and other leave, etc. insofar as possible.

Arrangements will be made for ballot boxes to be held at off-campus locations e.g. Medical Academies and Shannon College of Hotel Management.

A clear electoral register will be maintained by a designated College Administrator for signature by members when casting their vote.

Voters are requested to bring Staff ID card or another form of photo ID with them when voting.

2.11 Members will have 2 votes each; each of equal value.

2.12 Voters are requested to place an X (or equivalent symbol) beside the names of up to two candidates. If more than two candidates are selected, the ballot paper will be deemed invalid. The Returning Officer’s decision on the validity of votes is final.

2.13 A Returning Officer will oversee the process of counting all College votes at one central location. She/He will be supported by independent external process overseers.

2.14 The votes will be gathered and counted in a public forum by appointed tellers, overseen by the Returning Officer and independent external process auditors. The Returning Officer’s decision is final.

2.15 All positions will be filled by a simple majority vote, and in accordance with gender quota requirement, with the highest ranked female and the highest ranked male nominee automatically elected.

2.16 In the event of a tie in a given category, the winner will be chosen by the drawing of lots.

2.17 The final number of votes per candidate will not be released publicly but a record of the count will be held by the Academic Secretary’s Office.

2.18 In accordance with the provisions of Statute CCCLVI, the term of office of College staff members is 3 years from 1st of September, 2018.

2.19 In the event that an existing member’s status changes over the course of the term (through promotion, resignation, retirement), the casual vacancy will be filled through the co-opting of new College members.

**3. Student Elections**

3.1 In accordance with the provisions of Statute CCCLVI, College membership must include a minimum of 2 students from each College, the students to be elected with the assistance of the Students’ Union.

3.2 The elected Students’ Union Postgraduate Research Officer and Postgraduate Taught Officer will automatically be confirmed as members of Academic Council.

3.3 Elected College Convenors and reps (elected in March for the following academic year) will automatically be confirmed as members of Academic Council.

3.3 The remaining student members will be elected via College specific Councils organised by the Students’ Union in September to allow for first year students to run for election.

3.4 Four separate College elections will be held to elect student members.

3.5 All students of a College are eligible to run for election.

3.6 Any student who wishes to be nominated must attend the relevant College specific Student Council to nominate themselves.

3.7 Only Class Representatives of each College will eligible to vote, noting there are over 700 Class Representatives across all Colleges.

3.8 Gender quotas will not be applied in the student elections in line with standard practice of Students’ Union elections and to enable students to adopt a gender-neutral status if desired.

3.9 In accordance with Statute CCCLVI, the term of office of College student members is 1 year from 1st of September, 2018.

3.10 The above process to elect student members of Council will be reviewed after two years, or two cycles of election.

See Appendix Three for update on Student Elections for academic year 2018-19.

**Appendix One**

**Schedule for Academic Council College Staff Elections 2018**

|  |  |
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| **Dates** | **Activity** |
| 2nd May | College Deans issue call for nominations to relevant staff cohorts |
| 11th May at 12pm | Call for nominations closes |
| 18th May at 12pm | If required, closing date for extension of nomination period |
| 21st May | Deadline for any candidate to withdraw their nomination |
| Week of 21st May | Candidate canvassing |
| Election Dates | Friday, 25th of May, 10am -12pm and 2pm-4pm  Monday, 28th May, 10am -12pm and 2pm-4pm  Tuesday, 29th of May, 10am -12pm and 2pm-4pm |
| 30th May at 2pm | Public Election Count begins |
| 31st May | Elected College Nominees announced (winners notified first) |

**Appendix Two**

**Elections of Academic Council members for the**

**College of Science and Engineering**

In the context of preparing for the merger of the Colleges of Science and Engineering & Informatics into one College of Science and Engineering, the following procedures will apply in holding elections for members of the new College:

The College of Science and Engineering holds 30 places in the revised composition of Academic Council, allocated in accordance with Statute CCCLVI as follows:

* Heads of School - 6 members
* Postdoctoral staff - 2 members
* Students – 2 members
* Academic Staff – 20 members

1. **Academic Staff Elections**

It has been agreed for this first election to the newly merged College, **and for this first election only,** to hold two separate College elections for the Academic Staff cohort of Lecturers, Senior Lecturers and Professors to elect a total of 20 members.

The membership will be allocated in proportion to the ratio of academic staff in each College with the College of Science accounting for 13 members and the College of Engineering and Informatics accounting for 7 members.

For the College of Engineering and Informatics, the 7 places will be allocated as follows:

* The highest ranked Professor is automatically elected
* The highest ranked Senior Lecturer is automatically elected
* The highest ranked Lecturer is automatically elected

To address the requirement for gender balance, recognizing the overall College of Science and Engineering gender quota to be at least 30% female members, the College of Engineering and Informatics will elect at least 2 female nominees and at least 2 male nominees.

For the College of Science, the 13 places will be allocated as follows:

o The two highest ranked Professors are automatically elected

o The highest ranked Senior Lecturer is automatically elected

o The highest ranked Lecturer is automatically elected

To address the requirement for gender balance, recognizing the overall College of Science and Engineering gender quota to be at least 30% female members, the College of Science will elect at least 5 female nominees and at least 5 male nominees.

All other aspects of the Academic Staff elections shall follow the procedure outlined above.

1. **Postdoctoral Staff Elections**

For the Postdoctoral Staff membership, a single election of the College of Science and Engineering will be held to elect 1 male and 1 female member.

The highest ranked nominee is automatically elected. Depending on the gender of that nominee, the second successful nominee will be the next highest ranked member of the opposite gender and, **for this first election only,** of opposite College prior to the merger.

All other aspects of the Postdoctoral Staff elections shall follow the procedure outlined above.

**III. Student Elections**

For the Student membership, a single election of the combined Colleges of Science and Engineering & Informatics will be held to elect 2 students, one from each College.

All other aspects of the Student elections shall follow the procedure outlined above.

**Appendix Three**

**Student Elections to Academic Council for 2018-19**

The following elected student members of Academic Council are confirmed for academic year 2018-19

**Students’ Union President:** Megan Reilly

**Students’ Union VP / Education Officer:** Louis Courtney

**Post-Graduate Research Officer:** Jibran Abbasi - College of Engineering and Informatics

**Post-Graduate Taught Officer:** Cameron Keighron - College of Medicine Nursing and Health Science

**Convenor for the College of Arts, Social Science & Celtic Studies**: Rían McKeagney

**Convenor for the College of Science** - Scott Green

**Convenor for the College of Medicine Nursing and Health Science** - Liezel Ravenscroft

**Convenor for the College of Business, Public Policy & Law** - Clodagh McGivern

**Convenor for the College of Engineering and Informatics** - Roshan George

Gender Balance of elected members:

Of the 9 of the 12 positions elected so far:

3 identify as female

6 identify as male

Election of 3 remaining students in September 2018:

College of Arts, Social Science & Celtic Studies - 1 Undergraduate Student (Elected in September at SU Council)

College of Medicine, Nursing and Health Science

1 Undergraduate Student (Elected in September at SU Council)

College of Business, Public Policy & Law

1 Undergraduate Student (Elected in September at SU Council)

**12 Student Representatives in total.**

**In 2019/2020 the Student Composition, from September 1st 2019, will be as follows:**

Students’ Union President (Elected in March 2019)

Students’ Union Vice-President / Education Officer (Elected in March 2019)

Post-Graduate Research Representative (Elected in March 2019)

Post-Graduate Taught Representative (Elected in March 2019)

College of Arts, Social Science & Celtic Studies

Convenor for the College of Arts, Social Science & Celtic Studies (Elected in March 2019)

1 Undergraduate Student (Elected in September 2019 at SU Council)

College of Science and Engineering

Convenor for the College of Science & Engineering & Informatics (Elected in March 2019)

1 Undergraduate Student (Elected in September 2019 at SU Council)

College of Medicine, Nursing and Health Science

Convenor for the College of Medicine Nursing and Health Science (Elected in March 2019)

1 Undergraduate Student (Elected in September 2019 at SU Council)

College of Business, Public Policy & Law

Convenor for the College of Business, Public Policy & Law (Elected in March 2019)

1 Undergraduate Student (Elected in September 2019 at SU Council)

**12 Student Representatives in total.**