

## 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 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 Membership

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

1.1.2 100 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

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

College membership, as set out in 1.1.2, must also include 8 Research staff, 2 per College. See Section 2 for details of election of Research staff.

1.1.4 The membership of Academic Council is required to meet the overall minimum gender balance requirement of 40%. In accordance with the provisions of Statute CCCLVI, where it is not practicable to achieve a 40 % minimum gender 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 staff membership is 35% female, 65% male, as of 1<sup>st</sup> of April 2021. In order to achieve the 40% minimum gender balance overall, there is a requirement for the College membership as a totality to deliver more than 40% female members.

Subject to the terms of this Procedure, 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, calculated based on the March 31<sup>st</sup> 2021 HEA Staff Returns. See Appendix Three for details of College Gender Quotas (*to be tabled at Council meeting*).

## 1.2 Nomination Process

- 1.2.1 Eligible Nominees: All College members holding an academic contract at Lecturer, Senior Lecturer and Professor levels are eligible to run for election in the Academic Staff constituency only. Notice of the election and a call for nominations will be issued to all eligible College members at the outset of the process.

**The 1<sup>st</sup> of May 2021** is the census date for determining eligibility of nominees. Nominees must be members of the relevant constituency on the 1<sup>st</sup> of May 2021.

- 1.2.2 A call for nominations from the relevant academic grades within the College will issue at **9.00am GMT on Monday May 10<sup>th</sup> and will remain open until 17.00pm GMT on Friday, May 21<sup>st</sup>, 2021**. Late nominations cannot be accepted.

- 1.2.3 Nominations should be submitted via an Online Election Portal.

Nominations must include details of two members of the eligible staff constituency who will act as Proposer and Secunder for the nomination. Upon submission of a nomination, the Proposer and Secunder will be contacted by email to confirm their support of the nomination.

NOTE: Proposers and Seconders must come from the same constituency as the staff member running for election and from the same College (i.e. Academic staff running for election must be proposed and seconded by other academic staff members of the same College). The use of ineligible Proposers and Seconders will render a nomination invalid.

Nominations should also include a photo of the nominee (in jpeg, png or gif format, with a maximum size of 4MB).

- 1.2.4 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 to Friday May 28<sup>th</sup> at 17.00pm (GMT).

In the event that an insufficient number of nominations is received to meet the gender quota in any of the three constituencies, the relevant seat will be left vacant, to be filled at a later date via a by-election.

### **1.3 Election Procedure**

- 1.3.1 An election will be held by e-voting where the number of eligible nominees is greater than the number of representatives to be selected. The ballot will be held over a 27-hour window from **Monday June 14<sup>th</sup>, 2021 at 9.00am to 12.00pm GMT on Tuesday June 15<sup>th</sup>, 2021.**
- 1.3.2 Members are eligible to vote only in their College of primary affiliation.
- 1.3.3 In the case of joint appointments, members may elect to vote in only one College and in only one constituency. Joint appointees must indicate their chosen College, and where relevant their chosen constituency (academic staff or researcher), by 1<sup>st</sup> of June 2021 in order to secure their vote. A list of joint appointees will be sent to the relevant College Manager for cross-checking.
- 1.3.4 Eligible staff will receive an individual email with a unique link to their vote, ahead of the ballot.
- 1.3.5 The 1<sup>st</sup> of June 2021 is the census date for determining eligibility of voters. Voters must be members of the relevant constituency on the 1<sup>st</sup> of June 2021.
- 1.3.6 Members will have 3 votes within their College constituency, each vote of equal value.
- 1.3.7 Counting of votes will be conducted electronically and overseen and cross-checked by Mi-Voice in their role as Independent Scrutineers and there will be two independent observers, Mr Meredith Lulling and Mr Peter Feeney, Head of Corporate and Legal Affairs, reporting to the Returning Officer, the Secretary for Governance & Academic Affairs.
- 1.3.8 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, using 'first past the post' counting methodology, and in accordance with relevant gender quota for each College.

- 1.3.9 In the event of a tie in a given category, the winner will be chosen by the drawing of lots, completed by the Returning Officer, overseen by the Independent Observers.
- 1.3.10 A full Audit Trail of voting will be held in the electronic voting system and will be reviewed prior to the issuing of results.

Election results of the successful candidates will be announced to nominees by the Returning Officer on the evening of 15<sup>th</sup> of June 2021; to Academic Council at its meeting of June 16<sup>th</sup> and to all staff following the Academic Council meeting.

- 1.3.11 Full Election results will be published on the Academic Council website. A record of the count will be held by the Office of the Secretary for Governance & Academic Affairs.
- 1.3.12 The President as Chairperson of Academic Council will have final decision-making authority in the event of a query for resolution.
- 1.3.13 In accordance with the provisions of Statute CCCLVI, the term of office of College staff members is 3 years from 1<sup>st</sup> of September, 2021.
- 1.3.14 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 by the next highest ranked candidate, provided grade and gender quotas have been met.

Note: See Appendix One for Schedule of staff elections

## **2. Postdoctoral Staff Elections**

### **2.1 Membership**

- 2.1.1 Four separate College elections will be held with each College required to elect two Postdoctoral staff members each per College.

### **2.2 Nomination Process**

- 2.2.1 All contract research staff are eligible for election.
- 2.2.2 Eligible Nominees: All staff holding research contracts are eligible to run for election in the Postdoctoral staff election only.

**The 1<sup>st</sup> of May 2021** is the census date for determining eligibility of nominees. Nominees must be members of the relevant constituency on the 1<sup>st</sup> of May 2021.

2.2.3 A call for nominations from research staff within the College will issue at **9.00am GMT on Monday May 10<sup>th</sup> and will remain open until 17.00pm GMT on Friday, May 21<sup>st</sup>, 2021**. Late nominations cannot be accepted.

2.2.4 Nominations should be submitted via an Online Election Portal.

Nominations must include details of two members of the eligible staff constituency who will act as Proposer and Secunder for the nomination. Upon submission of a nomination, the Proposer and Secunder will be contacted by email to confirm their support of the nomination.

NOTE: Proposers and Seconders must come from the same constituency as the staff member running for election and from the same College (i.e. Postdoctoral Research staff running for election must be proposed and seconded by other Postdoctoral Research staff members from the same College). The use of ineligible Proposers and Seconders will render a nomination invalid.

Nominations should also include a photo of the nominee (in jpeg, png or gif format, with a maximum size of 4MB).

2.2.5 In the event that there are insufficient nominees by the deadline, those who have been nominated are automatically elected. The deadline for nominations to fill the remaining places is then extended for one further week to Friday May 28<sup>th</sup> at 17.00pm (GMT).

In the event that an insufficient number of nominations is received, the relevant seat will be left vacant, to be filled at a later date via a by-election.

## **2.3 Election Procedure**

2.3.1 An election will be held by e-voting where the number of eligible nominees is greater than the number of representatives to be selected. The ballot will be held over a 27-hour window from **Monday June 14<sup>th</sup>, 2021 at 9.00am to 12.00pm GMT on Tuesday June 15<sup>th</sup>, 2021**.

2.3.2 Members are eligible to vote only in their College of primary affiliation.

2.3.3 In the case of joint appointments, members may elect to vote in only one College and in only one constituency. Joint appointees must indicate their chosen College, and where relevant their chosen constituency (researcher or academic staff), by 1<sup>st</sup> of June 2021 in order to secure their vote. A list of joint appointees will be sent to the relevant College Manager for cross-checking.

- 2.3.4 Eligible staff will receive an individual email with a unique link to their vote, ahead of the ballot.
- 2.3.5 The 1<sup>st</sup> of June 2021 is the census date for determining eligibility of voters. Voters must be members of the relevant constituency on the 1<sup>st</sup> of June 2021.
- 2.3.6 Members will have 2 votes within their College constituency, each vote of equal value.
- 2.3.7 Counting of votes will be conducted electronically and overseen and cross-checked by Mi-Voice in their role as Independent Scrutineers and there will be two independent observers, Mr Meredith Lulling and Mr Peter Feeney, Head of Corporate and Legal Affairs, reporting to the Returning Officer, the Secretary for Governance & Academic Affairs.
- 2.3.8 All positions will be filled by a simple majority vote, using 'first past the post' counting methodology.
- 2.3.9 In the event of a tie in a given category, the winner will be chosen by the drawing of lots completed by the Returning Officer, overseen by the Independent Observers.
- 2.3.10 A full Audit Trail of voting will be held in the electronic voting system and will be reviewed prior to the issuing of results.  
  
Election results of the successful candidates will be announced to nominees by the Returning Officer on the evening of 15<sup>th</sup> of June 2021; to Academic Council at its meeting of June 16<sup>th</sup> and to all staff following the Academic Council meeting.
- 2.3.11 Full Election results will be published on the Academic Council website. A record of the count will be held by the Office of the Secretary for Governance & Academic Affairs.
- 2.3.12 The President as Chairperson of Academic Council will have final decision-making authority in the event of a query for resolution.
- 2.3.13 In accordance with the provisions of Statute CCCLVI, the term of office of College staff members is 3 years from 1<sup>st</sup> of September, 2021.
- 2.3.14 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 by the next highest ranked candidate, provided grade and gender quotas have been met.

### **3. Student Elections**

- 3.1 In accordance with the provisions of Statute CCCLVI, the President of the Students' Union and the Vice President/Education Officer are ex-officio members of Academic Council
- 3.2 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 April for the following academic year) will automatically be confirmed as members of Academic Council.
- 3.3 The remaining student members will be elected via Students' Union Council, Comhairle Chomhaltas na Mac Léinn, organised by the Students' Union in September/October to allow for first year students to run for election.
- 3.4 All registered students of a College are eligible to run for election.
- 3.5 Any student who wishes to be nominated must attend the relevant Student Council meeting to nominate themselves.
- 3.6 Only Class Representatives of each College will be eligible to vote, noting there are over 600 Class Representatives across all Colleges.
- 3.7 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.
- 3.8 In accordance with Statute CCCLVI, the term of office of College student members is 1 year, with the first term commencing on 1st of September, 2021.

See Appendix Two for schedule of Student Elections for academic year 2021-22.

## Appendix One

### Schedule for Academic Council College Staff Elections 2021

<b>Dates</b>	<b>Activity</b>
21st April	Academic Council agrees Election Regulations
1st May	Census date for eligibility of nominees
10 <sup>th</sup> May at 9am	Call for nominations opens
21 <sup>st</sup> May at 5pm	Call for nominations closes
28 <sup>th</sup> May at 5pm	If required, closing date for extension of nomination period
31 <sup>st</sup> May	Candidate canvassing
1 <sup>st</sup> June	Census date for eligibility of voters
14 <sup>th</sup> June, 9am	Voting opens
15 <sup>th</sup> June, 12pm	Voting closes, Counting of votes begins
15 <sup>th</sup> June PM	Election results released to nominees
16 <sup>th</sup> June	Academic Council informed of results
16 <sup>th</sup> June PM	Results released to all staff



## **Appendix Two**

### **Student Elections to Academic Council for 2021-22**

**In 2021/2022 the Student Composition, from September 1<sup>st</sup> 2021, will be as follows:**

Students' Union President (Elected on 22<sup>nd</sup> April 2021)

Students' Union Vice-President / Education Officer (Elected on 22<sup>nd</sup> April 2021)

Post-Graduate Research Representative (Elected on 29<sup>th</sup> April 2021)

Post-Graduate Taught Representative (Elected on 29<sup>th</sup> April 2021)

#### College of Arts, Social Science & Celtic Studies

Convenor for the College of Arts, Social Science & Celtic Studies (Elected on 29<sup>th</sup> April 2021)

1 Undergraduate Student (Elected in September/October 2021 at SU Council)

#### College of Science and Engineering

Convenor for the College of Science & Engineering & Informatics (Elected on 29<sup>th</sup> April 2021)

1 Undergraduate Student (Elected in September/October 2021 at SU Council)

#### College of Medicine, Nursing and Health Science

Convenor for the College of Medicine Nursing and Health Science (Elected on 29<sup>th</sup> April 2021)

1 Undergraduate Student (Elected in September/October 2021 at SU Council)

#### College of Business, Public Policy & Law

Convenor for the College of Business, Public Policy & Law (Elected on 29<sup>th</sup> April 2021)

1 Undergraduate Student (Elected in September/October 2021 at SU Council)

**12 Student Representatives in total.**