

# IWU Faculty Handbook

## Chapter II -13

### Chapter II. Section 11. Faculty Secretary

A Faculty Secretary shall be ~~elected~~ **appointed by the faculty-President upon the recommendation of the Nominating Committee**, to serve a one-year term.

## Chapter II.

### F. ARTICLE V. Nominations and Elections

#### Section 1. Nominating Committee

*a. Organization.* The Nominating Committee shall consist of five members of the faculty elected for two-year terms. At least three of the five members shall be tenured. The Committee shall elect its own chairperson each year.

*b. Functions.* The Nominating Committee shall (1) superintend the nominations and elections of faculty to elective committees, (2) recommend to the President members of the faculty to serve as Parliamentarian, **Faculty Secretary**, and members and conveners of appointive committees, and (3) after due deliberation, recommend to the faculty and/or the President the creation or dissolution of committees.

*c. Procedures for Conducting Elections.* The Nominating Committee shall prepare and submit at the March faculty meeting of each year, a list of qualified candidates for the Promotion and Tenure Committee, the Faculty Development Committee, Curriculum Council, Hearing Committee, Nominating Committee, Faculty Visitors to the Board of Trustees, University Speakers Committee, University Council for Diversity, Strategic Planning and Budgeting Committee, and such other elected bodies as may exist or be created. The number of nominations shall be one and one-half times the number to be elected. A plurality is sufficient to elect candidates to committees or offices. Nominations also may be made from the floor by any faculty member, with the prior approval of the person being so nominated. When a vacancy occurs on any of the elected committees or positions under the jurisdiction of the Nominating Committee, the committee may conduct nominations and a special election to fill such vacancy. **Elections to committees and offices may be conducted by electronic ballot.**

*d. Reports and Records.* The Nominating Committee shall record minutes of its proceedings, which shall be distributed to the faculty. It shall report the results of regular and special elections as soon as they are available and shall file ~~the written~~ **a written or electronic** record of such elections in the office of the Provost/Dean. The ~~written~~ record shall be destroyed prior to the next regular faculty election.