

# BYLAWS OF THE COLLEGE EXECUTIVE COMMITTEE OF THE COLLEGE OF TECHNOLOGY

## Article I

### NAME

The name of this council shall be the College Executive Committee of the College of Technology, hereinafter referred to as the College Executive Committee.

## Article II

### OBJECT

The College Executive Committee will be the policy recommending body of the faculty of the College of Technology of Idaho State University. Its primary responsibility is to consider proposed changes in the policies of the College that affect the general welfare of the faculty and to address other issues and concerns of the faculty. The College Executive Committee may recommend for consideration such changes on its own initiative to the Dean of the College.

## Article III

### COLLEGE EXECUTIVE COMMITTEE

#### Section 1: Membership

- A. The membership shall consist of eligible members elected from each department. Those faculty members who have had at least one year of full-time teaching service at the College of Technology, Idaho State University, are currently full-time faculty, and who are not members of the administration of the College are eligible for election to the College Executive Committee.
- B. Each department is entitled to elect one full-time faculty member to the College Executive Committee for every seven or major fraction thereof, full-time faculty teaching within the department. Departments with fewer than seven faculty members are entitled to elect one representative to the College Executive Committee. An annual assessment of apportionment will be done by the College Executive Committee prior to appointment of the election committee.

Section 2: Departments Authorized to Elect College Executive Committee Members

- A. ESTEC Department
- B. Business and Support Services Department
- C. Health Occupations Department
- D. Trade and Industrial Department
- E. Technical Department

**Article IV**

**NOMINATION AND ELECTION PROCEDURES OF THE COLLEGE EXECUTIVE COMMITTEE MEMBERS**

Section 1: Annual Apportionment of College Executive Committee seats

- A. With the assistance of the COT Dean's Office Administrative Assistant, the College Executive Committee Secretary will provide a list of all full-time faculty by department to the College Executive Committee Vice President.
- B. The Vice President will provide the College Executive Committee with the list of all full-time faculty by department and request they apportion College Executive Committee seats. (See Article III, Sec. 1.B.)

Section 2: Selection and Responsibilities of Election Committee Members

- A. The College Executive Committee Election Committee will convene in January, under the direction of the Vice President. Before calling for elections, the Chairperson of the Election Committee shall obtain from the Secretary of the College Executive Committee a list of those full-time faculty of the College of Technology, Idaho State University, who are qualified for election to the College Executive Committee. It shall be the duty of this committee to set the date for nominations and elections. (See Article V, Sec. 3.B)
- B. Any full-time faculty member who has had one year of teaching service at the College of Technology, Idaho State University, and is not a member of the administration of the College may file a nomination with the Election Committee. The Election Committee will determine the eligibility of the nominees as defined in these bylaws.
- C. By March 15th, the Election Committee shall send a list of eligible faculty to each COT department chair so they can initiate the selection of at least two nominees for each

vacancy from their department, by the faculty. Those nominees will then be presented to each full-time COT faculty member within that department for election to the College Executive Committee.

- D. Elections by secret ballot shall be held annually during the first week of April. At least one member of the Election Committee shall count and tally the secret ballots with the department chair, for that department. The Election Committee will deliver the ballots and the written election results to the President of the College Executive Committee. The written results and ballots will be maintained until the election has been certified by the College Executive Committee.
- E. Nomination and Election Procedures
  - a. CEC VP (College Executive Committee Vice President) will email Department Chairs (those with CEC member vacancies only), with an attached nomination memo, requesting they forward it to the department's faculty. (Appendix A)
  - b. Department faculty will print, complete and take nominee memo to their department chair's office. They may also nominate themselves.
  - c. If no nominees are submitted, the department chair may encourage those faculty needing service hours to consider volunteering. An election may or may not need to be held in volunteering situations.
  - d. CEC VP or the department chair will pick up the submitted nomination memos from the office, compile nominees and enter names on the ballot memo and request it to be sent to the department faculty. (Appendix C)
  - e. Department faculty will print, complete and take ballot memo to their department chair's office.
  - f. CEC VP will pick up submitted ballot memos from the office, compile election results with the department chair and report the results to the CEC President.
  - g. CEC VP will contact elected members and request an email be sent to the department faculty announcing election results.

### Section 3: Selection and Election of College Executive Committee Members by Department

- A. Elections shall be held annually during the first week of April.
- B. College Executive Committee members shall be elected for three (3) years.
- C. The first runners-up will be designated as alternates and will be expected to attend those meetings which elected members are unable to attend.
- D. Members elected to and serving a full term on the College Executive Committee shall be eligible to serve consecutive terms.

- E. The newly elected College Executive Committee members will meet with all current and out-going members during the last scheduled meeting of the College Executive Committee after elections.

Section 4: Selection and Election of College Executive Committee Officers

- A. The election of College Executive Committee officers will be held with the returning and newly elected College Executive Committee members during the last scheduled meeting of the College Executive Committee.
- B. Nominations shall be made from the floor for the office of President, Vice President and Secretary.
- C. The President and Vice President must have been full-time faculty members for at least three years with the College of Technology. The President must have at least one remaining year on the College Executive Committee. The Vice President must have at least one remaining year on the College Executive Committee and at the COT.
- D. The incumbent Vice President will succeed the President at the end of the service term. If the incumbent Vice President is not able to fill this position, it may be filled by any other committee member, if nominated. Nominations will be accepted and a vote taken to fill the position.
- E. All Leadership voting shall be by secret ballot by all members of the College Executive Committee. The incumbent secretary shall count and tally the ballots with one current College Executive Committee member.
- F. The elected officers shall begin their terms immediately upon being apprised of the results of the elections.

**Article V**

**ORGANIZATION OF THE COLLEGE EXECUTIVE COMMITTEE**

Section 1: Officers

The officers of the College Executive Committee shall include, but not be restricted to, a president, a vice president, and a secretary. The officers shall perform those duties set forth in these Bylaws.

## Section 2: Terms of Office

The terms of officers and College Executive Committee members shall begin at the last meeting in May. Officers will serve for twelve (12) months. The President shall not be eligible to succeed himself/herself in office. The Secretary shall be eligible to succeed themselves in their office. In the event of a vacancy in the office of the President of the College Executive Committee, the Vice President shall assume that office for the remainder of the term. A new Vice President shall be elected at the next regular meeting of the College Executive Committee.

## Section 3: Committees

The College Executive Committee shall have, but not be limited to, the following committees, under their jurisdiction:

### A. Election Committee

The Election Committee shall have five members of the faculty appointed annually by the Vice President, under the direction of the President and College Executive Committee. The Election Committee will call all elections required under these Bylaws and notify the President of the College Executive Committee of election results. The Election Committee is charged with managing the member nominations, elections and/or appointments of the following:

1. College Executive Committee (election of members)
2. Rank and Promotion (appointment of members)
3. Faculty Senate (election of members)
4. Curriculum Council (election of members)
5. Faculty Outstanding Achievement Award (appointment of members)

### B. Rank and Promotion Committee

The Rank and Promotion Committee memberships and duties will conform to the Rank and Promotion Guidelines.

#### 1. Committee Composition:

- a) Three core members will be appointed from the College of Technology College Executive Committee with a minimum Advanced Instructor level preference.
- b) Core members will each serve a three-year term.
- c) Each member will rotate out coinciding with his/her College Executive Committee appointment.

- d) Each outgoing member will be replaced with a newly appointed College Executive Committee member.
  - e) Each outgoing member will serve an additional one-year term as an ex-officio member.
  - f) In the event that a first- or second-term member resigns, a new member (with an equal term having a minimum of an Advanced Instructor level rank) will be appointed by College Executive Committee to the Committee.
  - g) In the event that a third-term committee member and/or Chair resigns, the Rank and Promotion Committee members will vote to replace the Chair position. Eligible members may include the current ex-officio member.
  - h) The balance of the committee membership will comprise of a minimum of two additional faculty members from the general COT faculty population. These members must hold a minimum Advanced Instructor level preference. If possible, varied instructor levels of proposed members should be used. This may be dependent upon the instructor levels being sought from the candidates. Notice of membership openings will be given to the Department Chairs to initiate the selection of the positions. A list of potential members will be collected by the Rank and Promotion committee chair and presented to the committee members. Final membership selection will be chosen by the Rank and Promotion committee and approved by the College Executive Committee. These members will serve for one year but may be appointed for additional years upon approval by the College Executive Committee. Reviewers should only review those candidates from outside their program or department.
2. Rank and Promotion Committee Responsibilities. The members of the Committee will:
- a) meet and select a chair (3rd year member), vice chair (2nd year member), and secretary (1st year member) from the Rank and Promotion Committee core group at the beginning of the academic year. The secretary will record complete minutes to furnish documentation of all discussions and proceedings.
  - b) set a time and location for future meetings.
  - c) present information addressing the Rank and Promotion process in the new faculty orientation and provide specific training to applicants by the second Friday in April.
  - d) send notification of Intent to Apply (via e-mail) to all eligible faculty members in the College of Technology.

- e) assemble Review Committees, as needed, to complete the review process.
- f) issue a letter of appointment to each new review committee member.
- g) train review committee members to ensure they adhere to the policies set forth in the Rank and Promotion Procedures for Professional-Technical Faculty.
- h) charge the review committee members with their duties and responsibilities.
- i) issue individual numbers to reviewers to ensure their anonymity and to track them for questions and/or an appeal process, if necessary.
- j) report review committee recommendations to the College Executive Committee for ratification.
- k) guide the appeals process, if needed, according to the procedures outlined in the Faculty/Staff Handbook (Part 4, Sec. III, Sub-section C).
- l) track the terms of service of each reviewer.
- m) issue a thank you letter to each outgoing reviewer for his/her service.
- n) recommend to the College Executive Committee any changes or updates to the application process for the following year.
- o) maintain and update Rank and Promotion Procedures in accordance with College Executive Committee approval.
- p) Chair will present an annual reporting of rank and promotion to the College Executive Committee.
- q) perform other duties as assigned by the College Executive Committee.
- r) participate in faculty Rank and Promotion training.
- s) maintain strict confidentiality throughout the review process. Individual numbers will be issued to reviewers to ensure their anonymity and to track them for questions and/or an appeal process, if necessary.
- t) screen Rank and Promotion applications to ensure that all eligibility criteria are met and each application is complete.
- u) with all members present, meet to review, comment, and recommend that each application proceed for evaluation or be returned to the applicant for corrections, additions, or changes, which then can be resubmitted within a designated time frame.
- v) review each applicant's portfolio according to criteria in the guidelines. (Note: Faculty members are to be compared to official criteria only, not to other faculty.)
- w) vote to make a recommendation on each candidate.
- x) submit the committee's recommendations for each applicant to the chair of the Rank and Promotion Committee.
- y) Rank and Promotion Committee Chair will present recommended promotion candidates to the College Executive Committee for final approval before submitting the documentation to the Dean.

### C. Faculty Senate

1. Annual Apportionment of University Faculty Senate Seats
  - a) The Vice President will request from the Secretary a list of all full-time faculty in the COT.
  - b) The Vice President will provide the College Executive Committee with the list of all full-time faculty by department and determine vacant University Faculty Senate seats prior to the appointment of the elections committee.
2. Selection and Responsibilities of Election Committee Members
  - a) The Vice President of the College Executive Committee shall annually, in January, appoint an Election Committee. Before calling for elections, the Vice President shall obtain from the Secretary of the College Executive Committee a list of those full-time faculty of the College of Technology, Idaho State University, who are qualified for election to the University Faculty Senate. It shall be the duty of the Election Committee to set the date for nominations and elections.
  - b) Any full-time faculty member who has had one year of teaching service at the College of Technology, Idaho State University, and is not a member of the administration of the College, may file a nomination with the Election Committee. The Election Committee will determine the eligibility of the nominees as defined by the University Constitution and bylaws.
  - c) By March 15th, the Election Committee shall send a list of eligible faculty to college electorate so they can select nominees for each senate vacancy.
  - d) The electorate will consist of those full-time faculty members of the College of Technology of Idaho State University.
  - e) Elections by secret ballot shall be held annually during the first week of April. At least three (3) members of the election committee shall count and tally the secret ballots. The Election Committee will deliver the ballots and the written election results to the President of the College Executive Committee. The written results and ballots will be maintained until the election has been certified by the College Executive Committee.
3. Selection and Election of University Senate Members
  - a) The College Executive Committee Vice President and/or Election Committee may seek assistance from department chairs in the selection of University Faculty Senate nominees.
  - b) Elections shall be held annually during the first week of April
  - c) University Faculty Senate members shall be elected for three (3) years.
  - d) Senators may not serve more than two (2) consecutive terms



#### 4. Nomination and Election Procedures

- a) CEC VP will email the Dean's office (administrative assistant), with an attached nomination memo, requesting they forward it to COT faculty. (Appendix B)
- b) COT faculty will print, complete and take nominee memo to Dean's office.
- c) CEC VP will pick up submitted nomination memos from Dean's office, compile nominees and enter names on the ballot memo. (Appendix D)
- d) CEC VP will email the Dean's office, with attached ballot memo, requesting they forward it to COT faculty.
- e) COT faculty will print, complete and take ballot memo to Dean's office.
- f) CEC VP will pick up submitted ballot memos from Dean's office, compile election results and report the results to the CEC President.
- g) CEC VP will contact elected members and request an email be sent to COT faculty and ISU Faculty Senate office announcing election results.

#### D. Curriculum Council

##### 1. Annual Apportionment of University Curriculum Council

- a) The Vice President will request from the Secretary a list of all full-time faculty in the COT.
- b) The Vice President will provide the College Executive Committee with the list of all full-time faculty prior to the appointment of the elections committee.

##### 2. Selection and Responsibilities of Election Committee Members

- a) The Vice President of the College Executive Committee shall annually, in January, appoint an Election Committee. Before calling for elections, the Vice President shall obtain from the Secretary of the College Executive Committee a list of those full-time faculty of the College of Technology, Idaho State University, who are qualified for election to the Curriculum Council. It shall be the duty of the Election Committee to set the date for nominations and elections.
- b) Any full-time faculty member who has had one year of teaching service at the College of Technology, Idaho State University, and is not a member of the administration of the College, may file a nomination with the Election Committee. The Election Committee will determine the eligibility of the nominees as defined by the bylaws.
- c) By March 15th, the Election Committee shall send a list of eligible faculty to college electorate so they can select nominees for each Curriculum Council vacancy.
- d) The electorate will consist of those full-time faculty members of the College of Technology of Idaho State University.
- e) Elections by secret ballot shall be held annually during the first week of April. At least three (3) members of the election committee shall count

and tally the secret ballots. The Election Committee will deliver the ballots and the written election results to the President of the College Executive Committee. The written results and ballots will be maintained until the election has been certified by the College Executive Committee.

3. Selection and Election of College of Technology Curriculum Council Members
  - a) The College Executive Committee Vice President and/or Election Committee may seek assistance from department chairs in the selection of Curriculum Council nominees.
  - b) Elections shall be held annually during the first week of April
  - c) Members shall be elected for three (3) years.
  - d) Curriculum Council Members may not serve more than two (2) consecutive terms.
4. Nomination and Election Procedures
  - a) CEC VP will email the Dean's office (administrative assistant), with an attached nomination memo, requesting they forward it to COT faculty. (Appendix B)
  - b) COT faculty will print, complete and take nominee memo to Dean's office.
  - c) CEC VP will pick up submitted nomination memos from Dean's office, compile nominees and enter names on the ballot memo. (Appendix D)
  - d) CEC VP will email the Dean's office, with attached ballot memo, requesting they forward it to COT faculty.
  - e) COT faculty will print, complete and take ballot memo to Dean's office.
  - f) CEC VP will pick up submitted ballot memos from Dean's office, compile election results and report the results to the FC President.
  - g) CEC VP will contact elected members and request an email be sent to COT faculty and ISU Curriculum Council office announcing election results.

#### E. Outstanding Faculty Achievement Award

1. Those faculty members who have had at least 3 years of full-time teaching service at the College of Technology, Idaho State University, are currently full-time faculty, and who are not members of the administration of the College are eligible for the Faculty Outstanding Achievement Award.
2. There will be two awards given each year.
3. Faculty, staff, students, or industry representatives may nominate faculty.
4. The College Executive Committee Vice President or Election Committee will send out a letter to faculty, before February 15, calling for nominations.
5. A letter will be sent, by the College Executive Committee Vice President or Election Committee, to nominated faculty asking for permission for department chairs to release certain information, including committee assignments, summaries of student evaluations, evaluations by the program coordinator or

department chair, and other pertinent information. The criteria rating form will be attached along with a list of eligible faculty.

6. Nomination letters must be submitted to the College Executive Committee Vice President or Election Committee no later than the first week in April.
7. An ad-hoc committee may be formed by the Vice President or Election Committee to evaluate the nominees. A rating sheet will be used to determine the winner.
8. The Vice President will inform the College Executive Committee of the winner and notice will be given to the College of Technology Dean.

#### F. Ad Hoc Committees

The College Executive Committee President, with the approval of the College Executive Committee, shall appoint members of ad hoc committees. Such committees may include faculty members who are not College Executive Committee members. A member of the College Executive Committee will be the chair.

#### G. Subcommittees

Standing and ad hoc committees may designate necessary subcommittees subject to College Executive Committee approval.

## **Article VI**

### **RESPONSIBILITIES AND DUTIES**

#### Section 1: Duties of the President of the College Executive Committee

- A. The President of the College Executive Committee shall preside at all meetings of the College Executive Committee.
- B. The President shall call regular or special meetings of the College Executive Committee.
- C. The President shall, with the approval of the College Executive Committee, appoint all standing committees of the College Executive Committee with the exceptions of the Election Committee.
- D. The President shall perform such other duties as are specified in these Bylaws or as may evolve through actions of the College Executive Committee.

- E. The President shall appoint a parliamentarian to serve at all College Executive Committee meetings, if deemed necessary by the College Executive Committee.

## Section 2: Duties of the Vice President

- A. The Vice President shall serve as assistant to the President in all duties of the President. In the absence of the President, the Vice President shall preside at the meetings and at that time shall assume all responsibilities of the office.
- B. The Vice President shall, with the approval of the College Executive Committee, appoint the Election Committee.
- C. The Vice President shall perform such other duties as may be assigned by the President.

## Section 3: Duties of the Secretary

- A. The Secretary shall cause the minutes of all meetings of the College Executive Committee to be recorded, collected, duplicated, and preserved.
- B. The Secretary shall cause these minutes to be distributed to all members of the faculty.
- C. The Secretary shall be responsible for maintaining the valid list of membership of the College Executive Committee and duly authorized alternates at each meeting.
- D. The Secretary shall be responsible for notifying the College Executive Committee when any member has been absent and not represented by an alternate for three meetings during the year.
- E. The Secretary shall be responsible for maintaining an accurate list of the faculty.
- F. The Secretary shall perform such other duties as may be assigned by the President.

## Section 4: Responsibilities of the College Executive Committee Members

- A. College Executive Committee members shall represent and promote the general interest and welfare of the faculty of the College of Technology. Members of the College Executive Committee are the uninstructed representatives of their constituents. It shall be the responsibility of the members to seek the opinions of their

constituents. The members of the College Executive Committee shall feel free to make decisions and vote on matters according to their own judgment with consideration to constituents' input.

## Article VII

### MEETINGS OF THE COLLEGE EXECUTIVE COMMITTEE

#### Section 1: Meetings

##### A. Regular Meetings:

1. During the school year, the College Executive Committee shall meet at least once each session unless the president calls a special meeting.
2. Fifty percent of the College Executive Committee membership shall constitute a quorum for the transaction of business.
3. All actions and recommendations of the College Executive Committee shall be by a majority of voting members present.
4. Interested members of the faculty may attend meetings of the College Executive Committee.
5. The Secretary of the College Executive Committee shall make such provisions as are necessary to insure that voting be by members of the College Executive Committee only.
6. At the discretion of the President of the College Executive Committee, a special meeting may be called.

##### B. Special meetings of the College Executive Committee

1. A special meeting shall be convened by the President of the College Executive Committee when:
  - a) A request stating the purpose of the meeting is submitted in writing signed by one third (1/3) of the College Executive Committee members or twenty (20) percent of the entire faculty.

OR

- b) It is deemed necessary.

2. Meetings are conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose may not be introduced.

## Section 2: Bylaws and Rules

The College Executive Committee will conduct regular updates, check for accuracy, and suggest changes to the College Executive Committee Bylaws.

## Section 3: Authority and Responsibility

The College Executive Committee derives its authority and responsibilities through the faculty governance structure of the University, as stated in the University Faculty and Staff Handbook.

## **Article VIII**

### **ORDER OF BUSINESS AND RULES OF PROCEDURE**

Section 1: At regular meetings of the College Executive Committee, business shall be conducted as follows:

- A. Call to order
- B. Call of the Roll
- C. Reading of the Minutes
- D. Report of the President
- E. Reports of the Standing Committees
- F. Reports of Special or Ad Hoc Committees
- G. Consideration of Old Business
- H. Consideration of New Business
- I. Adjournment

Section 2: At any special meeting of the College Executive Committee, business shall be conducted as follows:

- A. Call to Order
- B. Call of the Roll
- C. Consideration of Stated Business for which the meeting was called
- D. Adjournment

- Section 3: Participation in discussion at College Executive Committee shall be of an informal, forum nature, except at those times when a specific motion is presented for action by the College Executive Committee, wherein rules of parliamentary procedure relative to motions and voting shall prevail.
- Section 4: Voting shall usually be by roll call but may be by secret vote and according to these Bylaws shall be duly certified and recorded in the minutes.
- Section 5: The College Executive Committee may resolve itself into executive session upon a two-thirds vote for discussing personnel problems only. All votes on such matters as discussed in executive session shall be taken in open meetings.

## **Article IX**

### **ATTENDANCE AND PARTICIPATION**

- Section 1: All meetings of the College Executive Committee, excluding executive sessions, shall be open to all members of the electorate. Visitors shall participate in discussion only on agenda items, when recognized by the President of the College Executive Committee.
- Section 2: Regular attendance at meetings of the College Executive Committee is expected of every member or alternate. If any member misses three meetings during an academic year, the College Executive Committee may remove the member and replace the member with an elected alternate for the remainder of member's term.
- A. Alternates:
- (1) At the time each department elects its College Executive Committee member(s), it must also select an alternate or alternates.
  - (2) The alternate shall have full voting privileges in the absence of the duly elected College Executive Committee member.
- B. Vacancies:

Any vacancy which may occur between regular elections among the elected members of the College Executive Committee shall be filled by an alternate for any remaining portion of the term. An alternate will be recommended as a member by the President and approved by the College Executive Committee. If an alternate is not available, a new election will be held in the appropriate department.

### C. Resignations:

Any member of College Executive Committee resigning before the completion of his or her term shall submit a letter of resignation to the College Executive Committee.

## **Article X**

### COMMUNICATIONS

#### Section 1: College Executive Committee Agenda

Any member of the Faculty may secure consideration by the College Executive Committee of any appropriate matter by submitting a written request to the College Executive Committee President.

#### Section 2: Minutes

Minutes of meetings shall be presented in sufficient detail to permit adequate understanding of College Executive Committee actions by interested faculty members who are not present. The minutes shall be published as soon as possible following each meeting and be made available to all faculty members and the Dean of the College of Technology.

#### Section 3: Recommendations to the Dean

A recommendation or other formal communication of the College Executive Committee shall forthwith be put into writing with a record of the vote, signed by the President or Vice President of the College Executive Committee, and transmitted to the Dean for consideration.

## **Article XI**

### PARLIAMENTARY AUTHORITY

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the College Executive Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the College Executive Committee may adopt.



## **Article XII**

### **AMENDMENT**

#### Section 1: Proposal

A proposed amendment may be presented to the College Executive Committee by any one of its members in written form or by an initiative petition signed by twenty (20) percent of the entire College faculty and presented to the President of the College Executive Committee.

#### Section 2: Consideration of Amendment

Consideration of the proposed amendment shall be given at the next regular meeting of the College Executive Committee which follows the first reading of that proposal. Approval by two-thirds of the entire College Executive Committee on the issue is necessary. The proposed amendment may, on second reading, be amended on the floor of the College Executive Committee. The amended proposal will be tabled until the next regular meeting.

**APPENDIX A**

*College Executive Committee **Nomination Memo***

**Idaho State**  
**UNIVERSITY**  
College of Technology

**MEMORANDUM**

**TO:** Faculty

**FROM:** College Executive Committee Vice President

**DATE:** March 14, 2104

**SUBJECT:** **COT COLLEGE EXECUTIVE COMMITTEE NOMINATIONS**

There will be a vacancy on the COT College Executive Committee at the end of the spring semester for your department. If you are interested in serving or know of a faculty member who is willing to serve on the COT College Executive Committee, please print, complete the nomination below and submit it to your department chair by 5pm on **Monday, March 31**. The term on this committee is three years. Elections will be held the first week of April. Department chairs will send out a ballot next week and forward the results of the election to the College Executive Committee Vice President.

I nominate \_\_\_\_\_ for COT  
College Executive Committee.

Signature of Nominee \_\_\_\_\_  
*(Please have the nominee sign showing their willingness to serve)*

**APPENDIX B**

**Faculty Senate and Curriculum Council Nomination Memo**

**Idaho State**  
**UNIVERSITY**  
College of Technology

**MEMORANDUM**

**TO:** Faculty

**FROM:** College Executive Committee Vice President

**DATE:** March 14, 2104

**SUBJECT:** Curriculum Council *and* Faculty Senate NOMINATIONS

There will be vacancies on ISU Curriculum Council *and* ISU Faculty Senate at the end of the spring semester. If you are interested in serving or know of a faculty member who is willing to serve, please complete the nomination below. Please print, complete and submit this form to the dean's office by 5pm on **Monday, March 31**. The term on these committees is three years. Elections will be held the first week of April.

I nominate \_\_\_\_\_ for **ISU Curriculum Council**.

Signature of Nominee \_\_\_\_\_  
*(Please have the nominee sign showing their willingness to serve)*

I nominate \_\_\_\_\_ for **ISU Faculty Senate**.

Signature of Nominee \_\_\_\_\_  
*(Please have the nominee sign showing their willingness to serve)*

**APPENDIX C**  
**College Executive Committee Ballot**

**Idaho State**  
**UNIVERSITY**  
College of Technology

**MEMORANDUM**

**TO:** \_\_\_\_\_ Department Faculty  
**FROM:** COT College Executive Committee Vice President  
**DATE:** March 31, 2104  
**SUBJECT:** **COT COLLEGE EXECUTIVE COMMITTEE ELECTION**

Below is the election ballot for College Executive Committee representative to replace a vacancy in your department. Please print, mark your ballot and return it to your department chair by **Friday, April 4, 2014**. Department chairs will forward the election results to the College Executive Committee Vice President.

**COT COLLEGE EXECUTIVE COMMITTEE**

**VOTE FOR ONE**

Name

Name

**APPENDIX D**  
**ISU Faculty Senate and Curriculum Council Ballots**

**Idaho State**  
**UNIVERSITY**  
College of Technology

**MEMORANDUM**

**TO:** College of Technology Faculty  
**FROM:** COT College Executive Committee Vice President  
**DATE:** March 14, 2014  
**SUBJECT:** ISU Faculty Curriculum Council and Faculty Senate ELECTIONS

Below are ballots for College of Technology representatives on ISU Curriculum Council and ISU Faculty Senate. Please print, mark your ballot and return it to **the Dean's Office** by **Friday, April 11, 2014**. Thank you.

**ISU FACULTY CURRICULUM COUNCIL**  
Vote for ONE

Name

Name

**ISU FACULTY SENATE**  
Vote for ONE

Name

Name