



Brock University Senate Senate Electorate Guidelines

Background

The *Brock University Act* stipulates that Senate shall be composed of the Chancellor, the President, Deans, “full time teaching staff” and “such other persons elected or appointed as the Senate determines.”

The Act defines “full time teaching staff” broadly, to include “professors, associate professors, assistant professors, lecturers, associates, instructors, demonstrators and all others engaged in the work of teaching or giving instruction or in research”.

The Faculty Handbook, in Section II: 3.3.2 provides that any member of the “Full-Time Teaching Staff” shall be eligible to vote in the Senate election.

These Guidelines are intended to clarify who is eligible to vote in Senate election, within the meaning of the *Brock University Act* and the Faculty Handbook, and set out a process to be followed by the Senate and University Secretariat to determine the Senate electorate for each Senate election.

Principles

In determining who should be eligible to vote as a member of the “full time teaching staff”, the following principles shall apply:

1. **Broad interpretation:** The Brock University Senate is responsible for the educational policy of Brock University. As such, it benefits from the input and engagement of all those engaged in teaching and research at the University. For this reason, any individual engaged in teaching or research should be considered for inclusion in the electorate. The term ‘full time teaching staff’ shall be interpreted broadly and determinations as to who is engaged in teaching or research shall err on the side of inclusion.
2. **Contemporary interpretation:** Since the *Brock University Act* was passed in 1964, the teaching and research enterprise of the University has evolved and changed and those involved in teaching and research are many and varied. In determining who is eligible, the focus is on whether the position’s job description includes academic teaching or research and will not take into account whether it is the individual’s primary responsibility nor whether the academic teaching is related to a not-for-credit program.
3. **Meaning of ‘full-time’:** Only those who are working on a full-time basis will be eligible. Full-time shall be interpreted to mean 35 hours/week.
4. **Established status:** Any position which is determined to be eligible when these guidelines were approved or through a determination of the Senate Elections Subcommittee will not be subject to review during subsequent elections, unless the position’s responsibilities and job description changes.

Process

1. In January of each year, in accordance with Faculty Handbook II: 3.4.2, the Governance Committee shall establish a Senate Elections Subcommittee which shall be authorized to make determinations regarding eligibility to vote in Senate elections.
2. To compile the Senate electorate list, the University Secretariat shall request from Human Resources a list of all members of the full-time teaching staff, with the following instructions:

Those eligible to vote in the Senate election under the definition of full-time teaching staff must be:

- Employed full-time; and
- Engaged in teaching, instruction or research.

This shall include:

- all faculty members, including tenure-track, probationary, limited term
- Department Chairs
- Associate Deans
- Associate University Librarians
- Post-doctoral appointees
- Any full-time employee who has teaching and/or research as part of their job description.

Under the Faculty Handbook, Professional Librarians are also eligible to vote.

The following categories of those employed full time are to be treated as follows:

INCLUDED	EXCLUDED	SUBJECT TO REVIEW
BUFA members	Experiential coordinators	Research associates
Associate Deans and Associate University Librarians		Research assistants
Post-Doctoral Fellows		Laboratory coordinators
ESL instructors		Instructors
ESL coordinators		Research coordinators
		Any other position that includes Teaching and/or research

3. Human Resources will identify any individuals in the ‘subject to review’ category and will provide the job descriptions for such individuals to the Secretariat. Human Resources will also flag any new positions which involve teaching and/or research as ‘subject to review’.
4. The Senate Election Subcommittee will review any positions in the ‘subject to review’ category and will make the determination as to whether to include the position in the electorate list.

5. The list will be distributed to Senate and any corrections made, in accordance with Faculty Handbook II. The list will also be posted on the Secretariat website for review.
6. Any individual, including non-Senators, can request a reconsideration by the Senate Election Subcommittee whose decision may be appealed to the Senate Governance Committee whose decision is final.