

**STANDARD OPERATING PROCEDURES (aka “SOP”)
GOVERNING THE
COLLEGE OF ARTS AND SCIENCES STAFF COUNCIL
BOWLING GREEN STATE UNIVERSITY**

- 1. Eligibility for the College of Arts and Sciences Staff Council, hereinafter referred to as “A&S SC”).**
 - a. The College of Arts and Sciences Dean’s Office will provide a list of Administrative and Classified Staff Members who are eligible to vote and who are eligible to serve. The information should be checked for accuracy.
 - b. **Eligible to Vote:** All regular staff employees of the College, full or part-time, are eligible to vote. For all ballots, with the exception of the At-Large seat, only staff members who are in that division or area may vote in that election. All Classified and Administrative staff members in a division or area may vote on the Classified or Administrative Staff Council seats.
 - c. **Eligible to Serve:** All regular staff employees of the College, full or part-time, are eligible to serve after a continuous four (4) month period of employment at Bowling Green State University.

- 2. A&S SC Membership.**
 - a. In 2019, the Dean of the College of Arts and Sciences created a task force to create By-Laws and election procedures for the A&S SC. The A&S SC will consist of nine (9) voting Members and three (3) non-voting liaisons.
 - b. The voting Members will consist of Members from...
 - i. One (1) Administrative Staff Member and one (1) Classified Staff Member from Arts and Humanities Division,
 - ii. One (1) Administrative Staff Member and one (1) Classified Staff Member from Math and Natural Sciences Division,
 - iii. One (1) Administrative Staff Member and one (1) Classified Staff Member from Social Sciences Division,

- iv. One (1) Administrative Staff Member and one (1) Classified Staff Member from the Dean's Office of the College of Arts and Sciences, and
 - v. One (1) At-Large Member.
- c. The non-voting liaisons will consist of the following...
- i. One (1) Member from the Administrative Staff Council,
 - ii. One (1) Member from the Classified Staff Council,
 - iii. One (1) Member serving as the designee of the Dean and will serve as an Ex-Officio Member.

3. College Divisions.

- a. The College Divisions consist of staff Members from the following Schools and Departments.
- i. **Arts and Humanities Division** – English Department, Philosophy Department, Department of Theatre and Film, World Languages and Cultures Department, School of Art, School of Cultural & Critical Studies – American Culture Studies Department, and School of Cultural & Critical Sciences – Popular Culture Department.
 - ii. **Math and Natural Sciences Division** – Department of Biological Science, Department of Chemistry, Computer Science Department, Department of Mathematics and Statistics, Department of Physics and Astronomy, School of Earth, Environment, and Society – Geology Department.
 - iii. **Social Sciences Division** – History Department, Department of Political Science, Psychology Department, Sociology Department, School of Cultural & Critical Studies – Ethnic Studies, School of Earth, Environment, and Society – Department of Environment and Sustainability, School of Earth, Environment, and Society – Geography Department, and School of Media and Communication.
 - iv. **Interdisciplinary Programs** – The Interdisciplinary Programs in the College of Arts and Sciences fall into more than one divisional area within the College. Staff Member(s) from these areas will be allocated to whichever division that they are in that has the least amount of representation.

4. Terms of Office and Rotation of Seats.

a. **Terms of Office** - All Members will serve two (2) year terms; these terms will be staggered so that each year's council will consist of both new and veteran Members, thereby ensuring continuity. During the first election, one-half (1/2) of those Members elected will serve a one (1) year term so terms are staggered from thereon. Each election shall be determined by a simple majority vote. In the event of a "tie", another round(s) of elections will be held with those staff members that "tied". In the subsequent round(s) only those staff members who were part of the "tie" will be on the ballot. Terms will run from July 1st to June 30th of each Academic Year. Only in the case of the first election of A&S SC Members will be for the period run from the date of election until June 30th of the following year.

b. Rotation of Seats.

i. **2019** – *Two Year Terms* – Arts and Humanities (CS), Math and Natural Sciences (AS), Social Sciences (CS), and College Office (AS).

One Year Terms – Arts and Humanities (AS), Math and Natural Sciences (CS), Social Sciences (AS), College Office (CS), and At-Large Member.

ii. **2020, 2022, 2024, 2026, 2028, 2030** - Arts and Humanities (AS), Math and Natural Sciences (CS), Social Sciences (AS), College Office (CS), and At-Large Member.

iii. **2021, 2023, 2025, 2027, 2029, 2031** - Arts and Humanities (CS), Math and Natural Sciences (AS), Social Sciences (CS), and College Office (AS).

5. Election Process.

a. Ballots are constructed, by the College of Arts and Sciences' Technology Coordinator, with all eligible to-serve staff Members automatically nominated. Staff Members may have their names removed from the ballot if they do not wish to serve.

b. Elect Divisional and College Members:

i. The College of Arts and Sciences' Technology Project Coordinator will send an email to eligible staff members informing them of upcoming election and opportunity to remove themselves from being on the ballot.

ii. The Technology Projects Coordinator will create ballots by combining the departmental lists of eligible to serve into divisional lists.

iii. The Technology Projects Coordinator will load the ballots into the online election system. The staff Members will be notified by email. The results of the election will be downloaded after the deadline.

iv. Elected staff Members will be notified.

c. Elect At-Large Member

i. The College of Arts and Sciences' Technology Project Coordinator will send email to eligible staff Members informing them of upcoming election and opportunity to remove themselves from being on the ballot.

ii. The Technology Projects Coordinator will load the ballots into the online election system. The staff Members will be notified by email. The results of the election will be downloaded after the deadline.

iii. The winner of the At-Large election will be notified.

d. The College's Technology Project Coordinator will notify the A&S SC of the elected Members.