

## Senate Election Regulations

### Composition of the Senate

- I. The Senate shall be chaired by the President/Vice-Chancellor or his nominee. The Chair of the Senate shall determine who shall chair a meeting in his absence
- II. The ordinary membership of the Senate shall comprise:
  - 25 faculty representatives; 15 elected in faculties and at least 10 appointed by the President and Vice-Chancellor to ensure equal representation of faculties, representation of international staff, and gender balance within the Senate.
  - Representatives from key academic support departments
  - 3 student representatives: Student Union President and 2 elected members from other SU heads and/or SU faculty presidents
- III. The provost shall be a permanent member of the Senate
- IV. Each faculty is to be represented by at least one seat in the Senate
- V. Faculties that exceed 100 academic staff members are to be represented by two seats
- VI. Faculty candidates: Fulltime Lecturers, Assistant Professors, and Professors
- VII. The Senate can appoint observers from the academic or non-academic community, including Teaching Assistants, Assistant Lecturers, employees from key departments, and students
- VIII. Candidates must have spent at least 2 years of full-time employment at the university

## **Term of Office**

### **Academic and Administrative Staff**

- I. The term of office for academic and administrative staff is two years, starting from the first day of holding office
- II. Academic staff members may stand for a maximum of two terms in the Senate
- III. There is no cap to the number of terms in which administrative staff may stand

### **Students**

- IV. The term of office for undergraduate student members will be one year. Successful candidates may stand for a maximum of two terms in the Senate

## **Election Dates and Conduct of Election Process**

- I. Elections will be held bi-annually (or annually in case of need or empty seats) and will be run by the Senate Elections Office
- II. Time of elections: during the first month of the second semester, no later than March
- III. A call for nominations shall be sent with a link to a self-nomination form that includes candidate information, picture, and candidate statement
- IV. A final document with all nominees from each faculty shall be circulated to voting members within the faculty

## **Voting Arrangements**

- I. Voting will be open for one day communicated in advance by the Senate Elections Office
- II. Voting boxes will be present at faculties, supervised by a member of the faculty and an independent external member
- III. All academic staff members of the faculty will be eligible to vote (Teaching Assistants, Assistant Lecturers, Lecturers, Assistant Professors, and Professors)
- IV. The Senate Elections Office will oversee the whole process and shall be copied in all and any official communication by faculties concerning the elections