

**Voting Instructions for the 2015 By-Election
UTM Academic Affairs Committee
Administrative Staff**

For the purposes of the UTM Academic Affairs Committee election, Administrative Staff means the employees of the University, University College, the Constituent Colleges, and the Federated Universities who are not members of the Teaching Staff; and who hold their major appointment at the University of Toronto Mississauga.

Please read the instructions and the candidates' statements provided below before voting.

1. All administrative staff who have an email account within the utoronto.ca domain registered in the Human Resources Information System (HRIS) must vote on-line at the website listed below.

<https://elections.governingcouncil.utoronto.ca/surveyviewer2/index.php?surveyID=YIUOH>

2. **Voting commences at 9:00 a.m. on Monday, September 28, 2015 and concludes on Friday, October 2, 2015 at 5:00 p.m.**
3. You may vote for one (1) of the two (2) candidates.
4. To access the on-line ballot, you must enter your personnel number and date of birth¹.
5. Verification of your eligibility to vote in the administrative staff election will be determined by records provided by the HRIS.
6. Once you have accessed the ballot, you **MUST** cast your vote. If you log-on and then exit the ballot without voting, you will not be able to re-access the ballot.
7. If you do not select a candidate, a warning message will inform you that a selection has not been made. If you choose to cast a blank vote, the ballot will be accepted as submitted.
8. After your vote is registered, you cannot access the ballot a second time

¹ Please note that your personnel number and your vote are stored separately in order to protect confidentiality.

**Voting Instructions for the 2015 By-Election
UTM Academic Affairs Committee
Administrative Staff (cont'd)**

Candidates' Statements

Ms Renu Kanga Fonseca

I value being a part of the UTM community and welcome the opportunity to serve our campus. I have gained an understanding of academic policy as an Academic Advisor, Financial Aid Advisor, and Assistant Registrar, Financial Aid and Scholarships in the Office of the Registrar. I served on the Erindale College Council (2012-13), University Affairs Board (2012-13) and Faculty of Arts and Science Council (2008-09, 2010-11) and have an MA in Higher Education with a thesis on university governance. I believe my keen interest combined with education and experience would make me an active and committed Academic Affairs Committee member.

www.renukf.com

Ms Natasha Hanif

My name is Natasha Hanif and I am the Undergraduate Program Coordinator with the Department of Management. I have been a part of the UTM community for many years and have been part of the administrative staff for approximately a year and a half. My role is academically focused, dealing with many of the matters under the Academic Affairs Committee including academic appeals, regulations, and awards. I would love to learn more about UTM academic processes and would be grateful for the opportunity to contribute to the teaching, learning and research functions at UTM.

If you are ready to vote, click here:

<https://elections.governingcouncil.utoronto.ca/surveyviewer2/index.php?surveyID=YIUOH>