



**2016 UNIVERSITY OF TORONTO SCARBOROUGH
CAMPUS AFFAIRS COMMITTEE ELECTIONS
ADMINISTRATIVE STAFF NOMINATION FORM**

Please ensure that this form is completed in full and that you type or print clearly. Failure to do so may invalidate your nomination.

The nomination form and accompanying documentation must be submitted to Room 502 or Room 504, Bladen Wing, UTSC, by **Friday, January 15, 2016, at 5:00 p.m.**

Section I: Personal Information

Title: ☐ Dr. ☐ Ms ☐ Mr.

Last Name:

First Name:

Name (as it will appear on the ballot):

Job Title:

Department:

University Mailing Address:

University Telephone number:

Mobile telephone number:

Preferred email address:

Section II: Candidate's Responsibility

It is the Nominee's responsibility to file a bona fide nomination. Errors or irregularities in these papers constitute grounds for rejection of the nomination. Errors or irregularities may be corrected prior to the close of nominations. Please refer to the *Election Guidelines 2016* for additional instructions. The Deputy Returning Officer (DRO) or Chief Returning Officer (CRO) will attempt to notify candidates of the existence of any errors or irregularities during this period, but are not obligated to do so. Candidates are advised to complete and submit their nomination papers early in the nomination period.

2016 UTSC Campus Affairs Committee Elections: Administrative Staff Nomination Form

Name: _____

Section III: Definitions

For election to the UTSC Campus Affairs Committee, the candidate and nominators must have a primary appointment at the University of Toronto Scarborough.

The definition of “**Administrative Staff**” below is an extract from the *Election Guidelines 2016*. It is your responsibility to ensure that you are eligible by consulting the *Election Guidelines 2016*, which provides more details for this definition and the eligibility criteria.

“Administrative Staff” means employees of the University, University College, the Constituent Colleges and the Federated Universities who are not members of the Teaching Staff thereof.

Section IV: Candidate Statement

The nominee may submit a typed biographical statement or other comments, up to a limit of 100 words. The candidate's name will not be counted in the 100-word total if placed at the beginning of the statement. Abbreviations and acronyms will be counted as one word. The nominee's URL will not be counted in the 100 word limit and should be placed at the end of the statement. **This statement will be published in the campus media and linked to the ballot on the web. If a statement exceeds 100 words in length, only the first 100 words will be printed.**

- ☐ I have attached a printed copy of the candidate statement; **AND**
- ☐ I have sent a copy of the same statement by email to the Deputy Returning Officer **campuscouncil@utsc.utoronto.ca**

Section V: Nominations

There are four Administrative Staff seats on the UTSC Campus Affairs Committee. Three of these four seats are for elected, non-Campus Council members, who will serve a term of three years, with no more than one Administrative Staff representative from each academic or administrative unit. The remaining one seat is for an appointed Campus Council Administrative Staff member.

As such, Administrative Staff members from the following departments are **ineligible** to submit a nomination in the 2016 Elections.

- **Department of Physical and Environmental Sciences**
- **Department of Management**

I, the undersigned candidate, certify that I am eligible to serve on the University of Toronto Scarborough (UTSC) Campus Affairs Committee, and I have consented to stand for election to that Office. If elected to serve on the UTSC Campus Affairs Committee, I understand that I must resign from the Committee if, during my term, I cease to be a member of the constituency from which I was elected. I approve my 100-word statement that is attached, and I agree to the terms of and to abide by the *Election Guidelines 2016*.

2016 UTSC Campus Affairs Committee Elections: Administrative Staff Nomination Form

Name: _____

Signature:		Date:
<p>The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of <i>The University of Toronto Act, 1971</i>. This personal information is necessary and is collected for the purpose of administering the Governing Council elections. At all times it will be protected in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. If you have questions, please refer to http://www.utoronto.ca/privacy or contact the Chief Returning Officer, Office of the Governing Council, at 416-978-8427.</p>		
<p>Nominees for the UTSC Campus Affairs Committee must ensure that at least five members of their constituency sign the nomination form. Each nominator must include his/her printed full name and department on the nomination form. Because some signatures may be declared invalid, you are encouraged to have additional nominators sign your form.</p>		
<p>The Undersigned hereby nominate _____ as a candidate for election in the Administrative Staff estate to serve a term from July 1, 2016 to June 30, 2019 on the UTSC Campus Affairs Committee. PLEASE TYPE OR PRINT CLEARLY.</p>		
PRINTED FULL NAME	DEPARTMENT	SIGNATURE
1.		
2.		
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Thank you for your interest in participating in governance at the University of Toronto Scarborough.