



**Voting Instructions for the 2018 UTM Academic Affairs Committee Election  
Administrative Staff**

For purposes of this 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 thereof, 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. 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.

<http://uoft.me/2018UTMAACADMIN>

2. **Voting commences at 9:00 a.m. on Monday, February 5, 2018, and concludes on Friday, February 16, 2018 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 birth<sup>1</sup>.
5. Verification of your eligibility to vote in the Administrative Staff election will be determined by records provided by the HRIS.
6. Once the system has recognized you as a valid voter, you will be directed to the Administrative Staff ballot.
7. 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.
8. 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.
9. After your vote is registered, you cannot access the ballot a second time.

Continued...../

---

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

## **Voting Instructions for the 2018 Academic Affairs Committee Election Administrative Staff (cont'd)**

### **Candidates' Statements**

#### **Diane Matias**

This serves to express my interest in an Administrative position on the Academic Affairs Committee, University of Toronto Mississauga. I began my career at the University of Toronto in 1991, where I have gained knowledge of the policies and procedures which govern the University of Toronto. My administrative and volunteer committee roles at two campuses have involved accountability, confidentiality, policies/procedures and governance, which would help support the members of this committee in making informed decisions. With your support, I look forward to the opportunity in helping guide and shape future academics at the University of Toronto.

#### **Anjeza Rexha**

My participation in the Writing Competency Working Group for the Academic Plan, and past experience as a student member of the Academic Board of Appeals, have provided me with first-hand experience with some of the past and current issues around academic matters at UTM. As a current staff member and a graduate student in Higher Education at OISE, I have a vested interest in academic policies and matters. Involvement with the MBiotech and MScBMC Advisory Boards have provided me with skills useful to committees of such nature, and I wish to bring them forward to this board.

If you are ready to vote, please click:

<http://uoft.me/2018UTMAACADMIN>

Thank you for participating in this Academic Affairs Committee Election