UNIVERSITY OF
TORONTO

OFFICE OF THE GOVERNING COUNCIL

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

For purposes of this UTSC 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 Scarborough.

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/2018UTSCAACADMIN

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[1].

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.

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

Candidates' Statements

Arjuna Thaskaran

My experience working at UTSC since 2010 in capacities that have allowed me to interact heavily with faculty and students in curricular matters and in the interpretation and application of academic policy makes me a knowledgeable candidate to serve on the Academic Affairs Committee. Moreover, I exemplify the values and attributes required by committee members, namely integrity and fiduciary responsibility. Currently, I instruct the first year cohort of the Department of Management Co-op students through the Work Term Preparation Academic Course.

Danielle Bannis

Ms Bannis began her career at the University of Toronto Scarborough as an undergraduate student. While pursuing her undergraduate degree, she started working as a work study student in the office of the Registrar, as a part of the Convocation and Student Records team. In her current role of Records, Convocation and Scheduling Assistant, Ms Bannis works closely with the Scheduling Office, Convocation and Student Records team, Academic departments and Students themselves. Her current role allows her a unique opportunity to be involved in student success, from working on how they enroll in courses to assessing their eligibility to graduate.

If you are ready to vote, please click:

http://uoft.me/2018UTSCAACADMIN

Thank you for participating in this Campus Council Election