



MEMORANDUM

October 5, 2009

To: Factor-Inwentash Faculty of Social Work

From: Mae-Yu Tan, Deputy Returning Officer

Subject: Academic Board Teaching Staff By-Election

CC: Academic Board
Elections Committee
University of Toronto Faculty Association

A by-election is required to fill the following vacancy for a teaching staff member on the Academic Board for a term that would begin immediately upon the completion of the by-election and end on June 30, 2010.

Department	Number of Seats	Term Ending
Factor-Inwentash Faculty of Social Work	1	June 30, 2010

The Academic Board of the Governing Council is composed of 121 voting members, 50 of whom are teaching staff elected to the Board. The Board is concerned with matters affecting the teaching, learning, and research functions of the University, the establishment of University objectives and priorities, the development of long-term and short-term plans, and the effective use of resources in the course of these pursuits. The Board is responsible for approving matters such as research policy, budget guidelines and annual budgets, the establishment of new academic programs, admissions and awards policies, and academic discipline.

Information on the Academic Board, including its terms of reference, calendar of business, and past meeting agendas and reports is available at: <http://www.governingcouncil.utoronto.ca/bac/ab.htm>

Election Schedule:

Nominations open	Monday, October 5, 2010 at 12:00 NOON
Nominations close	Monday, October 19 2009 at 5:00 p.m.
Ballots mailed	week of October 26, 2009
Election closes	Friday, November 20, 2009 at 5:00 p.m.
Ballots counted	Wednesday, November 25, 2009

The by-election shall be held in accordance with the *Election Guidelines 2009*, subject to any necessary modifications required for this by-election. Nomination forms and the *Elections Guidelines 2009* will be available at:

- <http://www.governingcouncil.utoronto.ca/elections.htm>
- Office of the Governing Council, Room 106, Simcoe Hall

Eligibility to be Nominees and Nominators:

- The nominee and all nominators must be members of the Teaching Staff of the Factor-Inwentash Faculty of Social Work.
- A nominator may nominate no more than one candidate.

If you have any questions, please contact Ms Mae-Yu Tan, Deputy Returning Officer, by phone (416-978-8794) or by email (maeyu.tan@utoronto.ca).

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ACADEMIC BOARD

TEACHING STAFF NOMINATION FORM OCTOBER 2009

Completed nomination forms must be returned to the Governing Council Office, 27 King's College Circle, Room 106, Simcoe Hall, no later than **5:00 p.m. on Monday, October 19, 2009**. Nominations received elsewhere or after this time will be invalid.

Title: Dr. Professor Mrs. Mr. Ms Miss

Full Name of Nominee (Please print): _____

Name (As to appear on the ballot): _____

Teaching Staff Rank: _____

Department: _____

Faculty/College: _____

University Mailing Address: _____

University Telephone Number: _____ Fax: _____

E-mail address: _____

The above section must be COMPLETED IN FULL. Failure to do so may invalidate the nomination.

The nominee may provide a **typewritten** biographical statement or other comments, which must be attached to this nomination form and submitted by 5:00 p.m. on Monday, October 19, 2009. If a statement is provided, nominees are asked to also submit the statement by email to maeyu.tan@utoronto.ca. The statement must not exceed a maximum of 100 words. The nominee'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. **This statement will be provided with the ballots to all voters. If a statement exceeds 100 words in length, only the first 100 words will be printed.** It is emphasized that the submission of biographical or other comments is voluntary.

Signature of nominee: _____

(Signature signifies willingness to stand as a candidate and approval of the statement, if any)

"Teaching Staff" means the employees of the University, University College, the constituent colleges and the arts and science faculties of the federated universities who hold the academic rank of professor, associate professor, assistant professor, full-time lecturer or part-time lecturer, unless such part-time lecturer is registered as a student, or who hold any other rank created by the Governing Council and designated by it as an academic rank for the purposes of clause 1 (1) (m) of *The University of Toronto Act, 1971*. For the purposes of Governing Council elections, lecturer is understood to include the ranks of Lecturer and Senior Lecturer, Tutor and Senior Tutor. (Lecturer includes associates in the Faculty of Dentistry.) Assistant Professor (conditional), Athletics Instructor, Senior Athletics Instructor, Sessional Lecturer I, and Sessional Lecturer II have also been designated by the Governing Council as academic ranks for the purposes of clause 1 (1) (m) of *The University of Toronto Act, 1971*.

Inquiries may be directed to: Mae-Yu Tan, Deputy Returning Officer, at 416-978-8794 or maeyu.tan@utoronto.ca

The undersigned hereby nominate _____ as a candidate for election to the **Academic Board** in the following constituency:

Factor-Inwentash Faculty of Social Work (**By-election**)

Term ending June 30, 2010

- For a nomination to be valid, the signatures of **3 nominators**, must be included on this form, together with the **nominators' printed names and departments**.
- The nominee and all nominators must be members of the Teaching Staff of the Factor-Inwentash Faculty of Social Work.
- A nominator may nominate no more than one candidate.

A teaching staff member's constituency will normally be determined on the basis of his or her major teaching appointment to a faculty, college or school. In the event that a teaching staff member's major appointment does not uniquely determine a single constituency, he or she must select a constituency from among those so determined. Only in the case of a teaching staff member without a teaching appointment to a faculty, college or school, will his or her constituency be determined by another appointment. Teaching staff who hold a concurrent non-academic or academic non-teaching appointment will vote in the appropriate teaching staff constituency.

	PRINTED FULL NAME	DEPARTMENT	SIGNATURE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering Governing Council elections. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to <http://www.utoronto.ca/privacy> or contact the Deputy Returning Officer.