



**2014 UNIVERSITY OF TORONTO SCARBOROUGH
ACADEMIC 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 Reception on the 4th floor of the Arts and Administration Building, UTSC, by **Tuesday, January 14, 2014, 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/Academic or Administrative Unit:

University Mailing Address:

University Telephone Number:

Mobile Telephone Number:

Preferred Email Address:

I, the undersigned candidate, certify that I am eligible to serve on the University of Toronto Scarborough (UTSC) Academic Affairs Committee, and I have consented to stand for election to that office. If elected to serve on the UTSC Academic 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 2014*.

Signature:

Date:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of *The University of Toronto Act, 1971*. 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 *Freedom of Information and Protection of Privacy Act*. 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.

2014 UTSC Academic Affairs Committee Elections: Administrative Staff Nomination Form

Name: _____

Section II: Candidate's Responsibility

Appointments to the UTSC Campus Council and its Standing Committees

Provided below is an extract from the *Election Guidelines 2014* (section 11.2). It is your responsibility to consult the *Election Guidelines 2014*, which provide a detailed explanation on this matter.

By agreeing to stand for election to the UTM and UTSC Campus Councils and their Standing Committees all candidates accept that, if elected, they may not be able to serve a) if a seat from their estate/constituency has been filled by the appointment of a member of the Governing Council to a Campus Council or one or more of its Committees or b) if a seat from their estate/constituency has been filled by the appointment of a member of the UTM or UTSC Campus Council to one or more of its Committees.

It is also 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 2014* for additional instructions. The DRO or CRO will attempt to notify candidates of the existence of any errors or irregularities during this period, but they are not bound to do so. Candidates are advised to complete and submit their nomination papers early in the nomination period.

Section III: Definitions

For election to the UTSC Academic 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 2014*. It is your responsibility to ensure that you are eligible by consulting the *Election Guidelines 2014*, 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: Optional 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.** It is emphasized that the submission of the biographical statement or other comments is voluntary.

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

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Name: _____

Section V: Nominations		
<p>Nominees for the UTSC Academic Affairs Committee must ensure that at least five members of their estate 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>Administrative Staff estate: “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.</p> <p>For election to the UTSC Academic Affairs Committee, the candidate must have a primary appointment at the University of Toronto Scarborough. PLEASE TYPE OR PRINT CLEARLY.</p>		
<p>The Undersigned hereby nominate _____ as a candidate for election in the Administrative Staff estate to serve for a one-year term (July 1, 2014 to June 30, 2015) on the UTSC Academic Affairs Committee.</p>		
PRINTED FULL NAME	DEPARTMENT	SIGNATURE
1.		
2.		
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10.		

Thank you for your interest in participating in governance at the University of Toronto Scarborough.