

## NOMINATION FORM

### Roosevelt University Adjunct Faculty Nominations for Representatives to Senate and College Councils for Academic Year 2003-2004

Roosevelt is seeking nominations for elections that will be held in April, 2003. You may nominate yourself or someone else for these offices. If your nomination is for someone other than yourself, please ascertain in advance that he/she will be willing to serve for the entire year. Information about the nature of each office and meeting schedules is given below.

Name of nominee:

College: Arts and Sciences  
Walter E. Heller College of Business Administration  
College of Education  
Chicago College of Performing Arts  
Evelyn T. Stone University College

Office: Senator  
  
College Council Member

The term of office for senators and college council members will be one year beginning the first day of fall semester. All offices extend over the entire academic year—regardless of whether the adjunct faculty member is scheduled to teach in both semesters. A single individual may hold both the office of council member and the office of senator if he/she is duly elected to serve in both capacities.

**Senate:** One University senator will be elected from each college. Senators will be eligible for all elective positions (except those restricted specifically to tenured faculty) and for election by the University Senate to the Board of Trustees. One part-time faculty member who is an elected senator shall be included on the Executive Committee of the Senate.

The University Senate decides all matters that concern the University as a whole that are not the exclusive province of the Board of Trustees and all other matters not specifically delegated to the college councils or to the administration. Meetings are held on both campuses via teleconference from 1:30 to 3:00 pm on the third Wednesday of the month from September through April.

**College Councils:** One member of the adjunct faculty will be elected as a voting member of each college council. These council members will have the right to participate as a non-voting member on the college curriculum committee.

College councils determine policies with regard to college academic matters, including the objectives and content of particular curricula, the improvement of instruction, the grading system, the academic advising of students, requirements for degrees and certificates, course load, student assemblies and programs, scholarships and grants-in-aid, and the orientation of new students and of new staff members. The meeting schedule for each of the college councils is given below.

**Arts and Sciences:** Second Wednesdays in October, December, February, and April from 1:30 pm to 3:00 pm; both campuses via teleconference.

**Walter E. Heller College of Business Administration:** Fourth Wednesday of September, the Wednesday after Thanksgiving, and the fourth Wednesdays of February and March; both campuses via teleconference.

**College of Education:** Second Fridays in September, November, February, and April; both campuses via teleconference.

**Chicago College of Performing Arts:** Meetings are held at the beginning and end of each term on the Chicago campus.

**Evelyn T. Stone University College:** First Wednesdays in October, December, February, and April from 1:30 to 3:00 pm; both campuses via teleconference.