



2016-2017 STAFF SENATOR NOMINATION FORM

Nominations for Staff Senators and Senators-at-Large

Tennessee State University Staff Senate is accepting nominations for Senator and Senators-at-Large. Elected candidates will serve a one-year term **beginning July 1, 2016 to June 30, 2017**. **The Staff Senate will benefit most when members devote reasonable time and energy to support its mission and goals. Please nominate staff who will successfully represent you, a TSU staff member.**

Criteria: The nominee must be a regular full-time or part-time, non-faculty, and non-probationary staff member employed by the University for at least one year.

Senator Responsibilities: **1)** Attend monthly meetings of the Senate, **2)** actively participate on one or more committees, **3)** disseminate information from any meeting to the staff within your division, **4)** interact with staff to ensure that issues, concerns, or ideas are brought before the Staff Senate, and **5)** participate in staff events.

There are **twenty (25) vacancies for Senators** available for nomination. The number of Senators needed for each division is:

Academic Affairs – **10**

Administration – **3**

Budget and Finance – **2**

Office of the President – **3**

Enrollment Management – **3**

Student Affairs – **4**

There are **five (5) vacancies for Senators-at-Large** for nomination. Senators-at-Large will represent each of the University's five (5) EEO Occupation Codes for support staff, which are: **a)** Clerical/Secretarial Professional, **b)** Non-Faculty, **c)** Service/Maintenance, **d)** Skilled Crafts, and **e)** Technician/Paraprofessional.

Nomination Procedures: To nominate a staff member, please fill out this form below and return to the Staff Senate via fax to: **Staff Senate 615-963-1548**, or email the form to: **staffsenate@tnstate.edu**.

I wish to nominate the following employee to serve on the Staff Senate as:

☐ Senator ☐ Senator-at Large for _____

Nominee Name: _____ Department: _____

Title: _____ Division: _____ Phone: _____

You may nominate more than one individual including yourself. If necessary, make photocopies of this nomination form or contact your Staff Senator, or visit the website (www.tnstate.edu/staffsenate) to obtain additional copies.

Note: Each nominee will be contacted prior to election to confirm interest in serving on the Senate. Nominations received after the deadline will not be accepted.

NOMINATION DEADLINE IS: April 25, 2016

If you have questions or need additional information, please contact Mrs. Jessica Gabriel at 615-963-5883.

PLEASE RETURN THIS COMPLETED FORM TO: Staff Senate by fax to: 615-963-1548, or by email to: staffsenate@tnstate.edu.

Elections will be held in the Elliott Hall Auditorium on April 29th, 2016 from 11:00 a.m. to 2:00 p.m.

Staff Senate 3/2016

