

Academic Council Membership: College Elections

Election Procedure

In accordance with the provisions of Statute CCCLXXXI, a series of College elections will be held to elect the College membership of Academic Council, as follows:

1. **Academic Staff Elections:** College elections will be held to elect members across the academic grades of Lecturer, Senior Lecturer and Professor
2. **Research Staff Elections:** Elections of research staff will be held in each College to elect 2 researcher staff per College
3. **Student Elections:** Students' Union elections will be held in each College to elect 2 students per College

1. Academic Staff Elections

1.1 Membership

1.1.1 Four separate College elections will be held with each College required to elect across the academic grades of Lecturer, Senior Lecturer and Professor

1.1.2 100 College places will be allocated across the four Colleges in proportion to size, as follows:

- College of Science and Engineering – 30 members
- College of Arts, Social Sciences and Celtic Studies – 25 members
- College of Medicine, Nursing and Health Sciences – 25 members
- College of Business, Public Policy and Law – 20 members

1.1.3 College membership must include all Heads of School in each College and a minimum of 3 Professors, 1 Senior Lecturer and 1 Lecturer.

College membership, as set out in 1.1.2, must also include 8 Research staff, 2 per College. See Section 2 for details of election of Research staff.

1.1.4 The membership of Academic Council is required to meet the overall minimum gender balance requirement of 40%. In accordance with the provisions of Statute CCCLXXXI, where it is not practicable to achieve a 40% minimum gender balance due to the gender profile of Ex Officio members at any given time 'the balance shall otherwise be achieved

flexibly via individual College electoral membership and/or trans-College electoral membership.'

The gender balance in the Ex Officio staff membership is 43% female, 57% male, as of 1st of April 2024.

Subject to the terms of this Procedure, in meeting the overall gender balance requirement, each College will seek to achieve gender representation proportionate to its gender profile, with separate gender quotas for each College, calculated based on the December 31st, 2023, HEA Staff Returns. (See Appendix Three for Details of College Gender Quotas).

1.2 Nomination Process

1.2.1 Eligible Nominees: All College members holding an academic contract at Lecturer, Senior Lecturer and Professor levels are eligible to run for election in the Academic Staff constituency only, subject to the following:

- Elected members whose term of office expires by effluxion of time shall be eligible for re-election.
- Subject to the exceptional circumstance of a short-term casual vacancy ¹ a person who is re-elected to Academic Council shall not hold office for more than two consecutive terms of Academic Council.
- A break of one full term of Academic Council is required before a member who has served consecutive terms is eligible for re-election.
- Terms previously served in ex officio roles do not apply when counting of terms of elected members.
- When counting numbers of terms served, the 2018-2021 Academic Council term serves as the first term under the current composition of Council.

Notice of the election and a call for nominations will be issued to all eligible College members at the outset of the process.

The 1st of May 2024 is the census date for determining eligibility of nominees. Nominees must be members of the relevant constituency on the 1st of May 2024.

1.2.2 A call for nominations from the relevant academic grades within the College will issue at **9.00am Irish time on Tuesday May 7th and will remain open until 17.00pm Irish time on Friday, May 17th, 2024**. Late nominations cannot be accepted.

1.2.3 Nominations should be submitted via an Online Election Portal.

¹ *Casual vacancies served by a member for a period of less than one year shall not be counted for that member, whilst casual vacancies served by a member of longer than one year shall count as a full term of office for that member.

Nominations must include details of two members of the eligible staff constituency who will act as Proposer and Secunder for the nomination. Upon submission of a nomination, the Proposer and Secunder will be contacted by email to confirm their support of the nomination.

NOTE: Proposers and Seconders must come from the same constituency as the staff member running for election and from the same College (i.e. Academic staff running for election must be proposed and seconded by other academic staff members of the same College). The use of ineligible Proposers and Seconders will render a nomination invalid.

Nominations should also include a photo of the nominee (in jpeg, png or gif format, with a maximum size of 4MB).

- 1.2.4 In the event that there are insufficient nominees in any category by the deadline, those who have been nominated are automatically elected, provided the number of males or females nominated does not exceed the gender quota for that College. The deadline for nominations to fill the remaining places is then extended for one further week to Friday May 24th at 17.00pm (Irish time).

In the event that an insufficient number of nominations is received to meet the gender quota in any of the three constituencies, the relevant seat will be left vacant, to be filled at a later date via a by-election.

1.3 Election Procedure

- 1.3.1 An election will be held by e-voting where the number of eligible nominees is greater than the number of representatives to be selected. The ballot will be held over a 27-hour window from **Tuesday June 11th, 2024, at 9.00am to 12.00pm Irish time on Wednesday June 12th, 2024.**
- 1.3.2 Members are eligible to vote only in their College of primary affiliation.
- 1.3.3 In the case of joint appointments, members may elect to vote in only one College and in only one constituency. Joint appointees must indicate their chosen College, and where relevant their chosen constituency (academic staff or researcher), by 31st of May 2024 in order to secure their vote. A list of joint appointees will be sent to the relevant College Manager for cross-checking.
- 1.3.4 Eligible staff will receive an individual email with a unique link to their vote, ahead of the ballot.
- 1.3.5 The 31st of May 2024 is the census date for determining eligibility of voters. Voters must be members of the relevant constituency on the 31st of May 2024.

- 1.3.6 Members will have 3 votes within their College constituency, each vote of equal value.
- 1.3.7 Counting of votes will be conducted electronically and overseen and cross-checked by Independent Scrutineers and there will be two independent observers, reporting to the Returning Officer, the Secretary for Governance & Academic Affairs.
- 1.3.8 Positions will be filled on an open basis once minimum requirements for each grade, including gender quota, have been met i.e.:
- 3 highest ranked Professors are automatically elected
 - The highest ranked Senior Lecturer is automatically elected
 - The highest ranked Lecturer is automatically elected

All other positions will be filled by a simple majority vote, using 'first past the post' counting methodology, and in accordance with relevant gender quota for each College.

- 1.3.9 In the event of a tie in a given category, the winner will be chosen by the drawing of lots, completed by the Returning Officer, overseen by the Independent Observers.
- 1.3.10 A full Audit Trail of voting will be held in the electronic voting system and will be reviewed prior to the issuing of results.

Election results of the successful candidates will be announced to nominees by the Returning Officer on the evening of 12th of June 2024; to Academic Council at its meeting of June 17th and to all staff following the Academic Council meeting.

- 1.3.11 Full Election results will be published on the Academic Council website. A record of the count will be held by the Office of the Secretary for Governance & Academic Affairs.
- 1.3.12 The President as Chairperson of Academic Council will have final decision-making authority in the event of a query for resolution.
- 1.3.13 In accordance with the provisions of Statute CCCLXXXI, the term of office of College staff members is 4 years from 1st of September 2024.

For the avoidance of doubt, the term limit expressed in the statute refers to elected constituencies only.

- 1.3.14 In the event that an existing member's status changes over the course of the term (through promotion, resignation, retirement), the casual vacancy will be filled by the next highest ranked candidate, provided grade and gender quotas have been met.

Note: See Appendix One for Schedule of staff elections

2. Research Staff Elections

2.1 Membership

2.1.1 Four separate College elections will be held with each College required to elect two research staff members each per College.

2.2 Nomination Process

2.2.1 All contract research staff are eligible for election.

2.2.2 Eligible Nominees: All staff holding research contracts are eligible to run for election in the research staff election only, subject to the following:

- o Elected members whose term of office expires by effluxion of time shall be eligible for re-election.
- o Subject to the exceptional circumstance of a short-term casual vacancy a person who is re-elected to Academic Council shall not hold office for more than two consecutive terms of Academic Council.
- o A break of one full term of Academic Council is required before a member who has served consecutive terms is eligible for re-election.
- o Terms previously served in ex officio roles do not apply when counting of terms of elected members.
- o When counting numbers of terms served, the 2018-2021 Academic Council term serves as the first term under the current composition of Council.

The 1st of May 2024 is the census date for determining eligibility of nominees. Nominees must be members of the relevant constituency on the 1st of May 2024.

2.2.3 A call for nominations from research staff within the College will issue at **9.00am Irish time, on Tuesday May 7th and will remain open until 17.00pm Irish time, on Friday, May 17th, 2024**. Late nominations cannot be accepted.

2.2.4 Nominations should be submitted via an Online Election Portal.

Nominations must include details of two members of the eligible staff constituency who will act as Proposer and Seconder for the nomination. Upon submission of a nomination, the Proposer and Seconder will be contacted by email to confirm their support of the nomination.

NOTE: Proposers and Seconders must come from the same constituency as the staff member running for election and from the same College (i.e. Research staff running for election must be proposed and seconded by other Research staff members from the same College). The use of ineligible Proposers and Seconders will render a nomination invalid.

Nominations should also include a photo of the nominee (in jpeg, png or gif format, with a maximum size of 4MB).

- 2.2.5 In the event that there are insufficient nominees by the deadline, those who have been nominated are automatically elected. The deadline for nominations to fill the remaining places is then extended for one further week to Friday May 24th at 17.00pm (Irish time).

In the event that an insufficient number of nominations is received, the relevant seat will be left vacant, to be filled at a later date via a by-election.

2.3 Election Procedure

- 2.3.1 An election will be held by e-voting where the number of eligible nominees is greater than the number of representatives to be selected. The ballot will be held over a 27-hour window from **Tuesday June 11th, 2024, at 9.00am to 12.00pm Irish time, on Wednesday June 12th, 2024.**

- 2.3.2 Members are eligible to vote only in their College of primary affiliation.

- 2.3.3 In the case of joint appointments, members may elect to vote in only one College and in only one constituency. Joint appointees must indicate their chosen College, and where relevant their chosen constituency (researcher or academic staff), by 31st of May 2024 in order to secure their vote. A list of joint appointees will be sent to the relevant College Manager for cross-checking.

- 2.3.4 Eligible staff will receive an individual email with a unique link to their vote, ahead of the ballot.

- 2.3.5 The 31st of May 2024 is the census date for determining eligibility of voters. Voters must be members of the relevant constituency on the 31st of May 2024.

- 2.3.6 Members will have 2 votes within their College constituency, each vote of equal value.

- 2.3.7 Counting of votes will be conducted electronically and overseen and cross-checked by Independent Scrutineers and there will be two independent observers, reporting to the Returning Officer, the Secretary for Governance & Academic Affairs.

- 2.3.8 All positions will be filled by a simple majority vote, using 'first past the post' counting methodology.

- 2.3.9 In the event of a tie in a given category, the winner will be chosen by the drawing of lots completed by the Returning Officer, overseen by the Independent Observers.

2.3.10 A full Audit Trail of voting will be held in the electronic voting system and will be reviewed prior to the issuing of results.

Election results of the successful candidates will be announced to nominees by the Returning Officer on the evening of 12th of June 2024; to Academic Council at its meeting of June 17th and to all staff following the Academic Council meeting.

2.3.11 Full Election results will be published on the Academic Council website. A record of the count will be held by the Office of the Secretary for Governance & Academic Affairs.

2.3.12 The President as Chairperson of Academic Council will have final decision-making authority in the event of a query for resolution.

2.3.13 In accordance with the provisions of Statute CCCLXXXI, the term of office of College staff members is 4 years from 1st of September 2024.

For the avoidance of doubt, the term limit expressed in the statute refers to elected constituencies only.

2.3.14 In the event that an existing member's status changes over the course of the term (through promotion, resignation, retirement), the casual vacancy will be filled by the next highest ranked candidate, provided grade and gender quotas have been met.

3. Student Elections

- 3.1 In accordance with the provisions of Statute CCCLXXXI, the President of the Students' Union and the Vice President/Education Officer are ex-officio members of Academic Council
- 3.2 In accordance with the provisions of Statute CCCLXXXI, College membership must include a minimum of 2 students from each College, the students to be elected with the assistance of the Students' Union.
- 3.2 The elected Students' Union Postgraduate Research Officer and Postgraduate Taught Officer will automatically be confirmed as members of Academic Council.
- 3.3 Elected College Convenors and reps (elected in March/April for the following academic year) will automatically be confirmed as members of Academic Council.
- 3.3 The remaining student members will be elected via Students' Union Council, Comhairle Chomhaltas na Mac Léinn, organised by the Students' Union in September/October to allow for first year students to run for election.
- 3.4 All registered students of a College are eligible to run for election.
- 3.5 Any student who wishes to be nominated must attend the relevant Student Council meeting to nominate themselves.
- 3.6 Only Class Representatives of each College will be eligible to vote, noting there are over 600 Class Representatives across all Colleges.
- 3.7 Gender quotas will not be applied in the student elections in line with standard practice of Students' Union elections and to enable students to adopt a gender-neutral status if desired.
- 3.8 In accordance with Statute CCCLXXXI, the term of office of College student members is 1 year, with the first term commencing on 1st of September 2024.

See Appendix Two for Schedule of Student Elections for academic year 2024-25.

Appendix One

Schedule for Academic Council College Staff Elections 2024

Dates	Activity
8 th April	Academic Council agrees Election Regulations
1 st May	Census date for eligibility of nominees
7 th May at 9am	Call for nominations opens
17 th May at 12pm	Call for nominations closes
24 th May at 12pm	If required, closing date for extension of nomination period
27 th May	Candidate canvassing
31 st May	Census date for eligibility of voters
11 th June, 9am	Voting opens
12 th June, 12pm	Voting closes, counting of votes begins
12 th June PM	Election results released to nominees
17 th June	Academic Council informed of results
17 th June PM	Results released to all staff

Appendix Two

Student Elections to Academic Council for 2024-25

In 2024/2025 the Student Composition, from September 1st, 2024, will be as follows:

Students' Union President (Elected on 14th March 2024)
Students' Union Vice-President / Education Officer ((Elected on 14th March 2024)
Ethnic Minorities Officer (Elected on 14th March 2024)
International Officer (Elected on 14th March 2024)
Post-Graduate Research Representative (Elected on 14th March 2024)
Post-Graduate Taught Representative (Elected on 14th March 2024)

College of Arts, Social Science & Celtic Studies

Convenor for the College of Arts, Social Science & Celtic Studies (Elected on 14th March 2024)
1 Undergraduate Student (Elected in September/October 2024 at SU Council)

College of Science and Engineering

Convenor for the College of Science & Engineering & Informatics (Elected on (Elected on 14th March 2024))
1 Undergraduate Student (Elected in September/October 2024 at SU Council)

College of Medicine, Nursing and Health Science

Convenor for the College of Medicine Nursing and Health Science (Elected on (Elected on 14th March 2024))
1 Undergraduate Student (Elected in September/October 2024 at SU Council)

College of Business, Public Policy & Law

Convenor for the College of Business, Public Policy & Law (Elected on 14th March 2024)
1 Undergraduate Student (Elected in September/October 2024at SU Council)

14 Student Representatives in total.

Appendix Three

Academic Council Elections 2024 Gender Quotas

Across the 4 Colleges, there are 100 places on Academic Council (exclusive of Ex-Officio Members). These 100 places are inclusive of Heads of Schools, Academic Staff, Research Staff and SU College Convenors.

The profile of each College is set out in the following table:

College	Members	Heads of School	Students	Research	Academic
Science & Engineering	30	5	2	2	21
Arts, Social Sciences & Celtic Studies	25	8	2	2	13
Medicine, Nursing & Health Sciences	25	3	2	2	18
Business, Public Policy & Law	20	3	2	2	13
Total	100	20	8	8	65

The purpose of this document is to set out the proposed minimum gender quotas that will apply for the upcoming election. This is on the basis that there will be no gender quotas applied to the student or research cohorts and that the gender balance of the Heads of School is already available.

The gender quotas are also to take into account as much as possible the gender profile of each of the Colleges which is as follows (based on the December 2023 HEA Academic Staff Return):

College	Male	Female
Science & Engineering	71%	29%
Arts, Social Sciences & Celtic Studies	46%	54%
Medicine, Nursing & Health Sciences	36%	64%
Business, Public Policy & Law	46%	54%

The following table shows the gender quotas that are proposed for each of the Colleges to allow for the following:

- Achieve an overall gender quota of 40% Male/Female
- Reflect the gender profile of the Colleges as much as possible while taking into account the gender profile of the Heads of Schools
- Allow some flexibility in the minimum number of each gender to provide for non-binary quotas.

	Male	Female	Any/Other	Total
Ex-Officio Members	8	9		17
Heads of School	8	11		19
Research Staff			8	8
Students	1	1	12	14
Academic Staff				
Science & Engineering	14	5	2	21
Arts, Social Sciences & Celtic Studies	7	4	2	13
Medicine, Nursing & Health Sciences	4	12	2	18
Business, Public Policy & Law	5	6	2	13
Total Membership	47	48	28	123
	38%	39%	23%	

The cells highlighted above are the minimum number of males and females required in each College to bring us to a minimum quota as close as possible to 40% while allowing for the flexibility of 2 places in each College and also preserving the gender profile in each College. This will require at least 2 males and 1 female from the available pool of 28.

Minimum gender quota for Academic Council (based on 123 places) is $123 * 40\% = 49$