

## Nomination for Election of Teaching Staff & Non-Teaching Staff Representatives to the University Planning Committee

### Instructions to Nominees

Please read these instructions carefully before completing your nomination form.

- 1) Submit the completed form to the University Secretariat at [unielec@mcmaster.ca](mailto:unielec@mcmaster.ca) by the close of the nomination period. The **NOMINEE** may submit either the one-page statement/cv (approximately 300 words) or provide a link to their bio page on their department's website.
- 2) The **nominee and all nominators** must be members of McMaster University as defined below:
  - TEACHING STAFF means the employees of the University or of a college affiliated with the University who hold the academic rank of professor, associate professor, assistant professor or lecturer, but shall not include graduate students who are employed by the University as teaching assistants nor individuals who hold title with the prefix 'clinical' or 'visiting'. (Board of Governors By-law No. 1, 1.(q))
  - NON-TEACHING STAFF means the employees of the University and of a College affiliated with the University who are not members of the teaching staff, but shall not include students. (Board of Governors By-law No. 1, 1.(j))
  - Employee status refers to those who are employed on a continuing basis at the University, either in a full-time or continuing part-time capacity.
- 3) Hard copy signatures are not required for nominators. In order to comply with the nomination requirements, the following applies:
  - all **nominators** must belong to the same Faculty as the Nominee.
  - all **nominators** must send an email from their McMaster email account to the **Nominee** with the following statement:

*I nominate <NOMINEE NAME> as a candidate for election to the University Planning Committee.*

*I understand that the University Secretariat may contact me via email to verify this nomination.*

*Nominator Information:*

*First and Last name*

*McMaster email address*

*Employee ID#*

- the **Nominee** must attach a PDF copy of all 3 nomination emails to their completed nomination form in order for their nomination to be accepted.

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Employee ID

**Nominee Name:**

Honorific

First

Last

**Rank/Title:**

**McMaster email:**

**Department:**

**Dept. Chair/  
Manager:**

Honorific

First

Last

**Nominator #1**

Honorific

First

Last

**Department:**

**Rank/Title:**

**Employee ID Number**

**Nominator #2**

Honorific

First

Last

**Department:**

**Rank/Title:**

**Employee ID Number**

**Nominator #3**

Honorific

First

Last

**Department:**

**Rank/Title:**

**Employee ID Number**

Please return to [unielec@mcmaster.ca](mailto:unielec@mcmaster.ca) before the close of the nomination period.

*Statement on Collection of Personal Information and Protection of Privacy - Elections*

McMaster University collects and retains personal information of nominees and nominators under the authority of The McMaster University Act, 1976. The information you provide for the purpose of elections will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (RSO 1990) and will be disclosed only in accordance with this Act. Information on elections may also be disclosed and used for statistical purposes by the University. If you have any questions about the collection and use of this information, please contact the Privacy Office (University Secretariat)

## Nomination for Election of Teaching and Non-Teaching Staff Representatives to the University Planning Committee

In the space below, please provide a 300-word statement that will be helpful to the electorate in their selection. This page will be posted to the University Secretariat website exactly as submitted by the nominee; do not submit personal information on this page (i.e., address, telephone number, e-mail address, photograph, etc.). Please limit your statement to this page only.

**Name of Nominee:** \_\_\_\_\_