ELECTION OF DEPARTMENT CHAIR

Term election is held (e.g., Spring 2015)

## Department, College

The department chair job description and details of the election process can be found in the PFT contract (article 14, appendix 17). This election covers selection of a department chair for the next academic year. The reassigned time for the chair also follows the process in the PFT contract.

**To be counted, ballots must be received in *Insert Dean’s Name Here* office by Date, Time.**

A write-in slot is provided, but be sure that your colleague is willing to serve if elected as chair of this department.

## Vote for one

# Name/names, co-chair/s \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Write-in

#### INSTRUCTIONS

1. Place the upper part of this ballot in a small envelope and seal the envelope. Do **NOT** write anything on this **small** envelope.

2. Place the small envelope containing the ballot in a large envelope and seal this envelope also. In the upper left corner of the **LARGE** envelope, **PRINT** **your name and department** and **SIGN** legibly. Your ballot will not be counted unless you sign your name.

3. Return your ballot to the office of Dean Insert Dean’s Name Here.