

# PR 5

Office of the President  
April 25, 2025

Members of the Board of Trustees:

## UNIVERSITY COMMUNITY ELECTION PROCESS FOR FACULTY AND STAFF REPRESENTATIVES TO THE BOARD OF TRUSTEES

Recommendation: that the Board of Trustees approve the President's proposal for the University community process to elect faculty and staff representatives to the Board of Trustees.

Background: By adopting PR 6 at the June 14, 2024, meeting and approval of *Governing Regulation II — The Board of Trustees*, the Board directed the President, in consultation with the respective shared governance bodies, to recommend for Board approval a resolution detailing the rules and procedures for electing four of the 20 trustees from the University community. The rules and procedures would accomplish the following objectives:

1. Rules and procedures will be conducted through democratic elections involving various parts of the University community.
2. Rules and procedures will be in accordance with the Kentucky Revised Statutes in effect at the time of the elections.
3. The President will consult with the respective shared governance bodies on review of proposed rules and procedures.

Specific Actions:

The attached document includes the President's recommended rules and procedures for the University community to elect the faculty and staff representatives to the Board of Trustees. As a next step, the Board is asked to approve as stated in *Governing Regulation II — The Board of Trustees*.

If adopted, the new process for electing faculty and staff representatives to the Board of Trustees becomes effective immediately.

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Action taken:    ☒ Approved    ☐ Disapproved    ☐ Other \_\_\_\_\_

## **Proposed Process for University Community Election of Faculty and Staff Board of Trustees Representatives**

### **Election Process**

The proposed process is applicable to faculty and staff trustee elections. The process for student trustee elections is further outlined in the *Administrative Regulation — Student Government Association*.

1. General Counsel advises the applicable administrative liaison of the shared governance body of guidelines as to the requirements of Kentucky Revised Statutes.<sup>1</sup>
2. The administrative liaison for applicable shared governance bodies will obtain eligible participant lists from the University's official system of record. The eligible participant list will include those eligible to serve as trustee and those eligible to vote in the election.
3. The timeline for the elections process will be posted publicly online no later than the first day of the election cycle on the trustee election website.
4. The administrative liaison to the respective shared governance body will notify participants of eligibility to serve as trustee with timeline to submit nominations. This notification will be in the form of an email from the administrative liaison to eligible participants.
5. Nominations for eligible participants, as described in the Election Guidelines, must be submitted online by deadline in accordance with guidelines at the time of the election cycle.
6. Eligible participants are notified of their nomination and submit requirements by deadline. Requirements include the following: (1) an electronic image of the participant; (2) a personal statement of no more than 250 words that describes why the participant wants to serve as a trustee; and (3) a letter of certification from the participant's direct supervisor stating the service of the employee as an elected trustee will not result in substantial increased costs related to the conduct of normal operation of the department/unit (supervisor guidance available on the election website). The participant may appeal for certification to their supervisor's supervisor if their direct supervisor does not certify support.
7. Final candidate campaigning is permitted from pre-determined date communicated in timeline through the day elections close.
8. Election voting will be open for no more than seven calendar days, including a weekend.
9. Election results will be compiled by Information Technology Services (ITS) and will be sent to the President, General Counsel and Chair of the Board of Trustees. Election results will be posted on the public website. Election results will include total votes and votes per candidate for each respective election. The candidate who receives the most votes is the winner.
10. Election results may be challenged by notifying, in writing, the President, General Counsel and Chair of the Board of Trustees.

## Election Guidelines

1. Election process will be managed by the President, General Counsel and the applicable administrative liaison.
2. Election process will be conducted electronically.
3. Participant lists will be obtained prior to the start of the election cycle through the University's official system of record and verified within the timeline published on the trustee election website. For questions of eligibility, participants should contact their administrative liaison.
4. Potential candidates, as long as eligible, may self-nominate and/or be nominated by another member of the same primary assignment (i.e., faculty may nominate faculty, staff may nominate staff). All nominations will be directed to the trustee election email address.
5. Candidates must provide the requirements by the deadline. Requirements include the following: (1) a personal statement of no more than 250 words that describes why the participant wants to serve as a trustee; and (2) a letter of certification from the participant's direct supervisor as outlined in the process. Guidance will be available on the trustee election website for supervisors when considering certification for a participant's nomination. The participant may appeal for certification to their supervisor's supervisor if their direct supervisor does not certify support. Candidates also have the option to provide an electronic image.
6. Candidate campaigning will end the day elections close.
7. Candidates must follow University regulations, policies and procedures during the campaign.<sup>2</sup>
8. Eligible voters will be eligible to vote in the election of the same primary assignment (i.e., faculty may vote for faculty, staff may vote for staff).
9. The candidate receiving the most votes will be deemed elected. In the event of a tie, the winner will be determined in accordance with Kentucky Revised Statutes.<sup>3</sup>
10. Elected trustee(s) will serve a term of 3 years, beginning on July 1 of the elected year, unless filling a vacancy, in which case the elected trustee(s) will serve for the remaining duration of the term.
11. Eligibility requirements for faculty and staff are outlined in the table below.\*<sup>4</sup>

	Faculty	Staff
<b>Eligible to nominate and serve</b>	<ul style="list-style-type: none"> <li>Full-time faculty with 1.0 full-time equivalent (FTE) at the rank of assistant professor or above, regardless of title series.<sup>5</sup></li> <li>No faculty employees with administrative assignments at or above department chair may nominate or serve.</li> </ul>	<ul style="list-style-type: none"> <li>Regular staff employees with 1.0 full-time equivalent (FTE), excluding the president, vice presidents (executive, senior, associate, assistant), academic deans and academic department chairpersons.<sup>6</sup></li> <li>Once elected, no relative of the trustee may be employed in a new position.</li> </ul>

	<ul style="list-style-type: none"> <li>Once elected, no relative of the trustee may be employed in a new position. According to the Attorney General, this prohibition does not apply to relatives who were employed prior to the trustee's election.</li> </ul>	According to the Attorney General, this prohibition does not apply to relatives who were employed prior to the trustee's election.
<b>Eligible to vote</b>	<ul style="list-style-type: none"> <li>Full-time faculty with 1.0 full-time equivalent (FTE) at the rank of assistant professor or above, regardless of title series.<sup>7</sup></li> <li>No faculty employees with administrative assignments at or above department chair may vote.</li> </ul>	<ul style="list-style-type: none"> <li>Regular staff employees with 1.0 full-time equivalent (FTE), excluding the president, vice presidents (executive, senior, associate, assistant), academic deans and academic department chairpersons.<sup>8</sup></li> </ul>

<sup>1</sup> See, e.g., [KRS § 117.147](#)

<sup>2</sup> See, e.g., [\(Interim\) AR 9:1 Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and other Assemblies](#); [AR 10:1 Policy Governing Access To and Use of University Information Technology Resources](#); [Ethical Principles and Employee Code of Conduct](#)

<sup>3</sup> [KRS § 118.425](#)

<sup>4</sup> [KRS § 164.131](#); [HR Policy and Procedure #4: Employee Status](#)

<sup>5</sup> [KRS § 164.131](#)

<sup>6</sup> *Id.*

<sup>7</sup> [KRS § 164.131](#)

<sup>8</sup> *Id.*