

TSU STAFF COUNCIL NOMINATION FORM

2018 Membership Elections



The Texas Southern University Staff Council (TSUSC) is accepting nominations for the 2018 Staff Council. We will be electing eleven (11) Designated Council members, seven (7) Alternates, and two (2) At-Large members. At least one (1) representative from each classification will only be allowed to serve a one (1) year term.

CRITERIA

The nominee must be a benefits eligible (100% FTE) staff member employed at Texas Southern University for no less than one year.

RESPONSIBILITIES

Staff Council members are expected to:

- Attend all meetings of the TSUSC
- Commit five to seven hours per month to TSUSC business and activities
- Actively participate in or on one or more committees or subcommittees
- Disseminate information from TSUSC meetings to the staff within your representative division
- Interact with staff to ensure that issues, concerns, or ideas are brought forth to the appropriate administrator for action
- Participate in staff and campus events

NOMINATING PROCEDURES

Below is the apportionment by EEO Classification. Please note that **ALL** positions are available for the 2018 election.

EEO Occupational Categories	Number of Employees	% of Total	Number of Designated Council Members	Number of Alternates	At-Large Members
Executive/Admin/Managerial	169	25%	2	2	
Professional Non-Faculty	249	37%	4	2	
Secretarial/Clerical	98	14%	2	1	
Technical/Paraprofessional	55	8%	1	1	
Skilled Crafts/Service Maintenance	110	16%	2	1	
Total	681	100%	11	7	2

Incomplete Nomination Forms will not be accepted.

Please complete all fields and send form to staffcouncil@tsu.edu, no later than 5:00 pm, May 11, 2018.

If you have questions, please email staffcouncil@tsu.edu.

Online Elections will be held May 22, 2018.

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NOMINATING PROCEDURES

I wish to nominate the following employee to serve as a representative on the STAFF Council:

(Self-Nominations are welcome!) (Please print or type)

Nominee: _____ Department: _____

Phone: _____ Campus Email: _____

Nominee Acceptance *(must be signed by nominee to be accepted):*

I, *(Print Name)* _____ accept this nomination. *(Signature)* _____

(Please circle or highlight)

Representing EEO Classification:

Executive/Administrator/Managerial	Secretarial/Clerical	Skilled Crafts/Service Maintenance
Professional Non-Faculty	Technical/Paraprofessional	At-Large

Provide a brief (150 words or less) TSU employee history of the nominee. Employment histories longer than 150 words will be edited by TSUSC. Please attach a separate sheet of paper to this form, or email a copy to staffcouncil@tsu.edu.

(Example: Joan Doe has worked on campus since 1980. She began as a Secretary in the Office of Programs, was promoted to Office Manager, and is now a Business Manager in the Academic Department. Joan has demonstrated her concern for staff by serving on numerous University committees such as Parking and Transportation, the Appeal Board, and the Committee on the Status of Women, etc. I feel certain that Joan would represent staff well on the TSUSC).

Printed name of nominator:

Signature of nominator:

I wish to second the above nomination (5 signatures required):

Print Name:

Signature:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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