



Panorama Avenue Tel: +61 2 6338 4185
Bathurst NSW 2795 Fax: +61 2 6338 4194
Australia www.csu.edu.au
ABN: 83 878 708 551

Memorandum to: All Academic Staff
From: Academic Secretary
Date: 15 April 2009
Subject: Nomination Notice for the Election of Eligible Academic Staff to Faculty Boards

Nominations are invited for the election of one member of academic staff from each School of a Faculty (but not the Units of the Faculty) to the respective Faculty Board. The term of office for the elected members will be from 25 or 26 August 2009 (25 August for Education and Business Faculty Boards and 26 August for the Science and Arts Faculty Boards) and ending on the day before the first meeting of the newly constituted Faculty Board held after 30 June 2011.

Persons eligible to stand for election, to vote and to nominate a candidate in this election must:

- be a member of the academic staff of the particular Faculty concerned; and
- have their name entered on the roll of academic staff electors at the close of nominations (see clauses 7(a), 11 and 13 of the Rule for the Election of Staff to University Committees).

A person is eligible to have their name entered on the roll of academic staff electors if they are appointed to a full-time academic staff position of, or above, the rank of associate lecturer where "full-time" includes a fractional position of 0.5 or greater.

A nomination form is attached to this notice. The nomination form shall be signed by two persons entitled to vote in the election for which the candidate is nominated and shall be endorsed with or accompanied by the signed consent of the nominee. There shall be a separate nomination form for each candidate.

Staff are reminded of clause 14.4 of the Rule for the Conduct of Meetings of Academic Committees (published at http://www.csu.edu.au/acad_sec/academic-manual/docs/b1-3.rtf) which requires that an elected committee member will not absent for three or more consecutive meetings of the committee. Staff are advised to consider their plans for leave during the period 25/26 August 2009 to 30 June 2011 before seeking nomination.

Nominees may provide a written statement of not more than 150 words with the nomination form, which may include information relating to the candidate's full name, qualifications, experience and any positions or offices held at any time in public bodies, clubs or other organisations with dates of tenure. If a ballot is necessary, this information will be edited and printed as a summary of information for distribution with the voting papers.

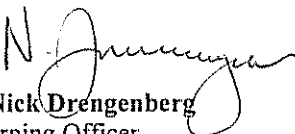
Nomination forms must be addressed to the respective Polling Officer and be received no later than 4.00 pm on Wednesday, 13 May 2009. Faxed copies of nomination notices will be accepted if they are received no later than 4.00 pm on Wednesday, 13 May 2009. The original copy of faxed nominations must be sent to the relevant Polling Officer:

Polling Officers

Arts	Ms Clare Jonker	Academic Secretariat, Bathurst	Fax: 84194
Business	Ms Verinnia Lansom	Academic Secretariat, Bathurst	Fax: 84194
Education	Ms Mary Matthews	Academic Secretariat, Bathurst	Fax: 84194
Science	Ms Kim Sharp	Academic Secretariat, Bathurst	Fax: 84194

In the event that a ballot is necessary, ballot papers will be posted to those who, at the close of nominations, are entitled to vote. Completed ballot papers must be returned no later than 4.00 pm on Friday, 26 June 2009.

The University is committed to improving the representation of women, Aborigines, people of non-Anglo Celtic background and people with disabilities on University committees, and such people are encouraged to seek nomination.


Dr Nick Drengenberg
Returning Officer

**CHARLES STURT
UNIVERSITY**

**NOMINATION OF A CANDIDATE FOR ELECTION
AS ONE ACADEMIC STAFF MEMBER FROM EACH SCHOOL TO
THE FACULTY BOARD**
(Insert name of Faculty here)

We, the undersigned, being entitled to vote in the election of one academic staff member from within each School of the Faculty (but not the Units of the Faculty) to the Faculty Board, wish to nominate the following as a candidate for the position:

Surname	First and Other Name
School	Level of Appointment/Position

To be completed by the nominators	
1. _____ Signature _____ Name (block letters please) School: _____ Date: _____	2. _____ Signature _____ Name (block letters please) School: _____ Date: _____

To be signed by the candidate	
1. I, _____, consent to this nomination and declare that I am eligible to be elected.	
Signature	Date

This nomination must be addressed to the relevant Polling Officer (see below) to reach their hands no later than 4.00 pm on Wednesday, 13 May 2009.

Candidates are reminded of the invitation to submit a written statement with their nomination

Arts	Ms Clare Jonker	Academic Secretariat, Bathurst	Fax: 84194
Business	Ms Verinnia Lansom	Academic Secretariat, Bathurst	Fax: 84194
Education	Ms Mary Matthews	Academic Secretariat, Bathurst	Fax: 84194
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