DISCIPLINE/DEPARTMENT HEAD ELECTION PROCESS

This is a summary of the key steps in the process. Refer to the Discipline/Department Head Election Procedure for additional information on this process.

1. Discipline/Department Head position becomes vacant

2. Head of School appoints a Returning Officer and emails staff calling for nominations

3. Candidates submit their nomination which addresses the criteria outlined in the Role Statement to the Head of School

4. Is there a nomination?
   - No
   - Yes

5. Nominee(s) confirmed by Head of School

6. An election is required and Head of School informs and circulates nominations and voting template
   - (See example provided →)

7. Returning Officer receives formal votes.

8. Is there a majority vote?
   - No, or a “No Candidate” majority vote
   - Yes

9. Head of School consults with staff, nominates a staff member to Executive Dean

10. Advise staff and Executive Dean appoints Discipline/Department Head

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Example of a voting template for 2 candidates

Election of Discipline/Department Head
[Insert name of School]

This is an optional Ballot.

Closing date: /

Please record your preference by placing 1 in one of the boxes

- Candidate [insert name]
- Candidate [insert name]
- No Candidate

Please return your vote to [insert email or ballot box location].

(Note - The preferred candidate must receive a majority of formal votes cast. Where an eligible candidate does not secure a majority vote the Head of School may, in consultation with members of the Discipline/Department, nominate a person to the Executive Dean for appointment.)