CONDITIONS AND PROCEDURE OF ELECTING REPRESENTATIVES OF ACADEMIC STAFF TO THE FACULTY COUNCIL

Adopted based on clauses 22 (3) and 33 (3) of the new Statutes of the University of Tartu adopted by the Senate Regulation no. 11 of 21 July 2014 and approved by the Council Resolution no. 18 of 29 July 2014.

I. Faculty council members

1. The faculty council (hereinafter the council) comprises 25 members.

2. The council comprises:
   2.1. dean as the chair of the council;
   2.2. the heads of institutes and directors of colleges within the faculty;
   2.3. five student representatives;
   2.4. three members appointed by the council itself;
   2.5. representatives elected by the faculty’s academic staff.

3. Representatives of the academic staff are elected for a term of three years. The elections are held in May and the mandate of the elected members commences from the beginning of July.

II. Announcing the elections and forming the election commission

4. The academic secretary announces the elections of the representatives of academic staff at least two months before the elections are held by announcing the dates of the elections, the deadline for submission of candidates and the date as of which the lists of voters are approved. Along with announcing the elections, the academic secretary forms an election commission comprising of at least five members and appoints the chair of commission. [effective as of 25 February 2018]

5. The election commission:
   5.1. prepares and organises the elections;
   5.2. registers the candidates;
   5.3. composes the lists of voters by faculties; [effective as of 25 February 2018]
   5.4. before the start of voting, generates an electronic voting key in the electronic voting environment; [effective as of 25 February 2018]
   5.4.1. calculates the voting result in the electronic voting environment based on data obtained from the voting application; [effective as of 25 February 2018]
   5.5. determines the election results and announces the results;
5.6. decides other organisational matters regarding the elections. [effective as of 25 February 2018]

6. The decision of the election commission is adopted if more than a half of the members of the commission have voted for it.

7. If any member of the election commission is submitted as a candidate for the position of a faculty council member, they are excluded from the election commission and the academic secretary appoints a new member to replace them. [effective as of 25 February 2018]

8. The technical service of the elections is provided by Administrative Office and Information Technology Office. [effective as of 25 February 2018]

III. List of voters

9. In the elections of the representatives of academic staff, all teaching and research staff whose workload as the faculty’s teaching or research staff is at least 20 hours per week have the right to vote. The election commission approves the lists of voters by faculties at least two weeks before the voting begins. [effective as of 25 February 2018]

IV. Submission and registration of candidates

10. All faculty’s ordinary teaching and research staff whose workload as the faculty’s teaching or research staff is at least 20 hours per week can be submitted as candidates for the position of a faculty council member.

11. Candidates for the position of a council member can be submitted jointly by five employees who have the right to vote. In order to submit a candidate, the election commission must be presented with a written proposal and the candidate’s written consent. The term for submitting candidates is at least three weeks before the elections.

12. The election commission announces the names of the candidates when the term for submitting candidates is over.

13. The election commission lists the candidates alphabetically in the electoral roll and assigns each candidate with a sequential number. The candidate’s affiliation with a specific institute or college is determined as of the final date of submission of candidates. Candidates who work in more than one faculty unit determine themselves which unit they represent in the electoral roll. [effective as of 25 February 2018]

14. The candidates can withdraw from the elections until five working days before the voting begins by informing the election commission of their decision in writing.

V. Voting

15. The voting is carried out by secret ballot in an electronic environment. The voting environment can be used in Estonian and English. [effective as of 25 February 2018]

16. Information on the elections is made available at www.valimised.ut.ee not later than three weeks before the elections. Head of Information Technology Office guarantees provision of advice on information technology matters by phone and by email during the elections on workdays from 8 to 18. [effective as of 25 February 2018]

17. [repealed as of 25 February 2018]

18. The voting takes place as follows:
18.1. voters enter the voting environment at www.valimised.ut.ee, identifying themselves by means of the university’s user name and password, digital identity document or mobile-ID;
18.2. the names of candidates for whom they can vote are displayed to the voters in the voting environment;
18.3. each voter has one vote;
18.4. after voters have confirmed their vote, they receive a confirmation of receipt of their vote as a QR code;
18.5. voters can verify whether their vote has been accurately saved using the confirmation and the control application installed in the mobile device;
18.6. voters can change their vote unlimited times by voting again within the voting period;
18.7. the new vote will cancel the vote given during previous voting.
[Effective as of 25 February 2018]
19. [Repealed as of 25 February 2018]
20. The election commission draws up a protocol about the voting results.

VI. Determining the election results
21. The election commission ranks the candidates who have received at least one vote by faculties and includes a note from which institute or college the candidate has been elected.
[Effective as of 25 February 2018]
22. The number of candidates elected to each faculty council equals to the number of places available for election in the council. The candidates who receive the highest number of votes will be elected. If there are up to eight institutes and colleges in the faculty, at least one member will be elected from each institute and college from which candidates participate in the election. If there are more than eight institutes and colleges in the faculty, the representatives of as many institutes and colleges are elected as there are places available for election in the council. The remaining candidates will be substitute members of the council. If candidates receive an equal number of votes, their place in the ranking is drawn. [Effective as of 18 December 2017]
23. After determining the election results, the election commission announces the results to the public. [Effective as of 25 February 2018]
24. The chair of the election commission submits the list of the elected members and substitute members to the dean who recommends the rector to approve the members of the faculty council. The rector approves the members of the faculty council.

VII. Contestation
25. The voters have the right to submit a written protest to the election commission about the violation of the voting procedure within two working days after the end of voting. The election commission reviews the protest within two working days after its submission, makes a reasoned decision and announces it to the voters. If the voting procedure is fundamentally violated, the election commission organises a repeat vote. [Effective as of 25 February 2018]
26. [Repealed as of 25 February 2018]
VIII. Replacing elected members

27. An elected council member is replaced on the basis of the election commission’s ranking, taking into account the conditions set out in clause 22. The candidate’s affiliation with an institute or college will remain as determined on the final date of submission of candidates. If there are no more representatives from the institute or college in the ranking, the substitute member is selected from the general ranking. [effective as of 25 February 2018]

IX. Implementing provisions of the first elections of the representatives of academic staff

28. The first elections of the representatives of academic staff to the faculty councils are announced by the senate by adopting this procedure.

29. The representatives to the faculty council of the Faculty of Arts and Humanities are elected by the academic staff of the Faculty of Philosophy, Faculty of Theology and Viljandi Culture Academy which belong in the area of humaniora, representatives to the Faculty of Social Sciences are elected by the academic staff of the Faculty of Social Sciences and Education, Faculty of Law, Faculty of Economics and Business Administration, European College, Narva College and Pärnu College which belong in the area of socialia, the representatives to the faculty council of the Faculty of Medicine are elected by the academic staff of the Faculty of Medicine and Faculty of Exercise and Sports Sciences which belong in the area of medicina and the representatives to the faculty council of the Faculty of Natural and Exact Sciences are elected by the academic staff of the Faculty of Science and Technology and the Faculty of Mathematics and Computer Science which belong in the area of realia et naturalia.

30. The rector forms the election commissions of the faculties, comprising at least five members, and appoints their chairs by 7 September 2015 the latest.

31. The rector establishes the lists of voters as of 15 September 2015.

32. The term for submitting the candidates is 2 October 2015.

33. The first elections of the representatives of academic staff to the faculty councils are held on 23 October 2015. The primary elections are held from 19 to 22 October 2015.

34. The mandate of the representatives of the academic staff elected to the faculty council in the first elections begins on 1 January 2016 and ends on 30 June 2018.

35. The technical and organisational service of the first elections is provided by the Administrative Office.

36. In the first elections, the chairs of the election commissions submit the list of the members and substitute members elected to the council to the rector.