

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## STAFF SENATE

### Staff Senate Nomination Form

#### Introduction

The Staff Senate now calls for nominations and needs individuals who want their voice heard. Those interested in running for a position as a Staff Senator may nominate themselves or be nominated by other TTUHSC staff. Senators meet once monthly at a general meeting (approximately two hours in length) and serve on at least one committee. Have a voice and join Staff Senate today!

#### Staff Senate Mission

Having a sincere interest in and highest regard for the goals, purposes and functions of Texas Tech University Health Sciences Center, the mission of the Staff Senate to seek the active representation and involvement of staff in the affairs of Texas Tech University Health Sciences Center, at all times striving to contribute to the overall success of Texas Tech University Health Sciences Center.

#### Senator's Eligibility

- Full-time or part-time permanent staff member of TTUHSC
- Senators and alternate senators must have 12 months continuous service in a permanent position within TTUHSC prior to being nominated
- Senators and alternate senators may not have any active disciplinary actions or active written warnings for unsatisfactory job performance or unacceptable personal conduct.
- During an elected term, if the Senator changes from non-exempt to exempt (or visa versa), or if the Senator moves from one campus/site to another, the Senator will notify the Staff Senate President and resign their position.

#### Senator's Duties

- Senators shall attend orientation session
- Senators shall attend all meetings
- Senators shall serve on committees of the Senate
- Make myself known to my constituents, how I can be contacted, hear their concerns, receive information and suggestions, and communicate these to the Senate.
- Senators must keep their constituents well informed of the work of the Senate.
- The Senators are elected to represent the staff and are not elected to represent a school or service department.
- A Senator may serve as a Senate representative on a TTUHSC/TTU committee if so appointed.

#### Positions Needed

Campus/ Site	Position	Number
Amarillo	Non-Exempt	2
Amarillo	Exempt	2
El Paso	Non-Exempt	2
El Paso	Exempt	2
Lubbock	Non-Exempt	2
Lubbock	Exempt	2
Permian Basin	Non-Exempt	2
Permian Basin	Exempt	2
Abilene, Dallas, Marble Falls, etc	Non-Exempt	1
Abilene, Dallas, Marble Falls, etc	Exempt	1

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

STAFF SENATE

Staff Senate Nomination Form

1. Nominee's Name:	
2. Nominee's eRaider name:	
3. Nominee's Phone:	
4. Nominee's E-mail Address :	
5. Nominee's Department:	
6. Nominee's Mail Stop:	
7. Nominee's Campus:	
8. Nominee's Job Title:	
9. Exempt <input type="checkbox"/> Non Exempt <input type="checkbox"/>	
10. Nominee's Years of service at TTUHSC:	
11. <b>Reasons this Nominee should serve:</b> In 50 words or less, please tell us why this nominee would like to serve as a Texas Tech University Health Sciences Center Staff Senator.	
<b>If not self nominating please complete questions 12-14</b>	
12. <b>Nomination By:</b>	
13. <b>Nominators Phone:</b>	
14. <b>If not self-nominating, you, the nominator, are required to confirm with the nominee their desire to run.</b> <b>Have you confirmed with the Nominee their desire to run? Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>If No, before this nomination is complete, the nominee will need to submit an e-mail to the name and address below stating their willingness to serve by the May 31<sup>st</sup> deadline.</b>	
<b>ALL NOMINATIONS DUE BY <span style="color: blue;">May 31, 2009</span></b>	

Nomination form adapted from and used with permission of the Texas Tech University Staff Senate.

Submit completed forms to:  
Shelley Burson, Staff Senate Task Force Chair  
TTUHSC  
3601 4<sup>th</sup> Street, STOP 6264  
Lubbock, TX 79430-6264

Adopted: Staff Senate Task Force::01/09  
4.22.2009