



Staff Senate Nomination Information

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 is 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 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/meeting.
- Senators shall attend all meetings.
- Senators shall serve on at least one committee of the Senate.
- Senators shall make themselves known to their constituents, indicating how they 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, institute, or service department.
- A Senator may serve as a Senate representative on a TTUHSC/TTU committee if so appointed.

POSITIONS NEEDED FOR ELECTION YEAR 2012-2013

CAMPUS/SITE	POSITION	# OPEN POSITIONS
Amarillo	Non-Exempt	1
Amarillo	Exempt	1
El Paso	Non-Exempt	1
El Paso	Exempt	2
Lubbock	Non-Exempt	1
Lubbock	Exempt	1
Permian Basin	Non-Exempt	1
Permian Basin	Exempt	1
Distant Sites (Abilene, Dallas, Marble Falls, etc.)	Non-Exempt	1
Distant Sites (Abilene, Dallas, Marble Falls, etc.)	Exempt	1



STAFF SENATE NOMINATION FORM

1. NOMINEE'S NAME:	
2. NOMINEE'S ERAIDER NAME:	
3. NOMINEE'S OFFICE PHONE:	
4. NOMINEE'S EMAIL ADDRESS:	
5. NOMINEE'S DEPARTMENT:	
6. NOMINEE'S MAIL STOP:	
7. NOMINEE'S CAMPUS:	
8. NOMINEE'S JOB TITLE:	
9. EXEMPT or NON-EXEMPT	
10. NOMINEE'S YEARS OF SERVICE AT TTUHSC:	
11. REASONS THIS NOMINEE SHOULD SERVE: 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.	
If not self-nominating, please complete questions 12-14.	
12. Nominated by:	
13. Nominator's Phone:	
14. If not self-nominating, you, the nominator, are required to confirm with the nominee their desire to run for election. Have you confirmed with the nominee their desire to run for election? Yes No If No , before this nomination is complete the nominee will need to submit an email to the name and address below stating their willingness to serve no later than May 31, 2011.	
ALL NOMINATIONS DUE BY May 31, 2012	

Submit completed forms to:

Melanie Clevenger, Staff Senator

TTUHSC – F. Marie Hall Institute for Rural and Community Health
 3601 4th Street, STOP 9416
 Lubbock, TX 79430-9416

Or via email at melanie.clevenger@ttuhsc.edu or fax at (806) 743-4010.