



## NOTICE OF ELECTION AND CALL FOR NOMINATIONS FOR SCHOOL AND INSTITUTE WORK PLAN COMMITTEES

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### Key Information

<b>A</b>	Term of Office	Commencing from 1 July to 31 December 2027
<b>B</b>	Nominations open	Monday, 20 April 2026
<b>C</b>	Nomination forms, candidate statements and photos should be submitted via:	Nomination form link received via email
<b>D</b>	Nominations close	5:00pm Tuesday, 5 May 2026
<b>E</b>	Notice and opening of ballot	9:30am Tuesday, 12 May 2026
<b>F</b>	Ballot closes	5:00pm Tuesday, 26 May 2026

### Notice of Election

In accordance with the University's [Academic Staff Agreement 2022-2025](#) and the [Elections Policy](#), this is a notice of election for academic staff positions on School and Institute Work Plan Committees. The term of office for an elected member as indicated in the Key Information Table (A).

### Poll Information: Work Plan Committee

Poll	School/Institute	Number of Positions available
Poll 1	School of Medicine	2
Poll 2	School of Science	3
Poll 3	School of Law	2
Poll 4	School of Arts	3
Poll 5	School of Business	2
Poll 7	School of Education	2
Poll 8	School of Health Science	2
Poll 9	School of Nursing and Midwifery	2

<b>Poll</b>	<b>School/Institute</b>	<b>Number of Positions available</b>
Poll 10	School of Computer, Data and Mathematical Sciences	2
Poll 11	School of Psychology	2
Poll 12	School of Social Science	3
Poll 13	Hawkesbury Institute for the Environment	2
Poll 14	Institute for Culture and Society	2
Poll 15	The MARCS Institute for Brain, Behavior and Development	2

## **Nomination Process**

Nominations must be submitted using the online nomination form on BigPulse (link sent by email) no later than the Nomination Closing Date (D) as indicated in the Key Information table above.

### **Eligibility**

To be eligible to stand, nominate and/or vote a person must be on the Roll of Academic Staff for the relevant School or Institute at the close of nominations (D). Further information about eligibility is provided on the [elections webpage](#).

An 'employee' is defined in the [Academic Staff Agreement 2022 - 2025](#) as an academic staff member of the University employed on an ongoing, fixed term, or casual basis who is covered by the Agreement.

### Candidate statement and photo

Nominees may support their nomination with a candidate statement and photo which, in the event of a ballot, will be made publicly available to voters via the online voting system.

Photos should be in .jpeg format and no bigger than 256kb.

Candidate statements must be no more than 200 words maximum, in MS Word format, and attached to the online nomination form (C) in the supporting documentation section.

Candidate statements may contain:

- (a) the candidate's name;
- (b) the candidate's current occupation or position;
- (c) any academic or professional qualifications;
- (d) any honours or distinctions;
- (e) any employment or other relevant experience;
- (f) any other information the candidate thinks is relevant.

The Returning Officer may ask the candidate to edit or redact any information that exceeds the 200 word limit, or that the Returning Officer considers irrelevant. If this does not occur by the

deadline specified by the Returning Officer, the Returning Officer has the discretion to withhold the candidate's statement from being distributed to voters.

### **Ballots and Voting**

If, at the close of nominations, there is more than one valid nomination for the position, a ballot will be conducted using BigPulse online voting technology during the period (E) and (F) indicated in the Key Information table above.

The candidate statement and photo received via the nomination form will be used for the purpose of the ballot.

### **Further Information**

Candidates should familiarise themselves with the following information:

- [Part F of the Academic Staff Agreement](#)
- [University Work Plan Policy](#)

For additional information, candidates may also contact the Returning Officer (details below).

Shubha Devadasen  
Returning Officer  
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