

Procedure for Submitting a College Senate Nomination Petition


This set of directions will instruct you how to duplicate the nomination petition, edit it, share it with the College Senate account and then distribute it. If you have questions, please reach out to senate@brockport.edu.

An accessible video walk through (from 2021) of the process is available at

[https://www.kaltura.com/index.php/extwidget/preview/partner_id/573351/uiconf_id/42521101/entry_id/1_7zev0d83/embed/auto?&flashvars\[streamerType\]=auto](https://www.kaltura.com/index.php/extwidget/preview/partner_id/573351/uiconf_id/42521101/entry_id/1_7zev0d83/embed/auto?&flashvars[streamerType]=auto)

Duplicate the Template

1. Click on this link: https://forms.office.com/Pages/ShareFormPage.aspx?id=mcRuaSQP2U-2kSUqKITvOzoKTKB_IhGoJH6mQNI_oBURT'ZZVFBQR1ZLNE0zUkJZWUc5WVRKNkQ1Sy4u&sharetoken=xYjuvhjff4tJNtbMcVYK
2. At the top of the page, click the **Duplicate it** button.

 Duplicate this form and start to use it as your own.

 Duplicate it

3. If prompted, sign into Office 365 using your Brockport email address and password.

Edit the Template

1. Change the title of the template to have your name in parentheses after the title
e.g. COLLEGE SENATE NOMINATION PETITION (Dr. Tobe Determined)
2. Change question 1 to include your name, department and position for which you are running.
e.g. I support the candidacy of Dr. Tobe Determined from the Department of Alchemy for the position of UFS Alternate 2023-2025.
3. The list of positions for the Spring 2022 College Senate election are:
 - President-Elect 2022-2023 (then serves as President 2023-2024 and Past-President 2024-2025)
 - University Faculty Senator 2022-2025
 - Alternate University Faculty Senator 2022-2025
 - Senator-at-Large 2022-2024 (2 open positions)
 - Senator-at-Large 2022-2024 (for a part-time teaching or non-teaching professional, at least 0.5FTE)
4. Under the three dots next to the Share button, choose Settings and confirm that the following settings copied over:
 - Who can fill out this form: **Only people in my organization can respond.**
 - Record name and One response per person are checked.

- If you would like to receive an email for every submission, check the box for **Get email notification of each response**.

Distribute Your Petition

1. Click the **Share** button.
2. Copy the top link under **Send and collect responses** (this link should begin with <https://forms.office.com/Pages/ResponsePage.aspx?id=>
3. Distribute this link through email to your colleagues.

Share the Template with Senate

1. Click the Share button and under **Share link to collaborate**, click **+Get a link to view and edit**
2. Change the drop down to Specific people in my organization can view and edit.
3. Type senate@brockport.edu on the line that says Enter a name or email address and choose the College Senate account when prompted.
4. Double check that Who can access now has CS as well as your profile picture or initials.
5. The link provided beneath Who can access is the link you will need to submit to College Senate. It should begin with <https://forms.office.com/Pages/DesignPage.aspx>
6. Copy this link and email it to senate@brockport.edu once you have verified that your petition has at least than 25 signatures.

To Check the Status of Your Form

1. You can find your form at <https://forms.office.com>. The responses tab will tabulate the number of responses.