

Date	Task/Event
3/5/12	Preliminary slate distributed by GOV for at-large seats/ solicit nominations
3/19/12	Deadline for additional at-large candidates (with 25-signature petition) to submit their names to the Senate Secretary
3/30/12	Putative deadline for faculty to submit their names for Senate service (I'd certainly accept late submissions!)
3/30/12	Secretary sends a reminder to deans who have not submitted Senator names to do so (but this year I should do it, because I'm the one who has been meeting with the deans and bugging them already so I'm more than just a name on an e-mail. I'm an annoying presence.) For the College of Arts and Sciences, contact Annis Golden (Vice-chair, CAS Faculty Council). For SOE, contact Heidi Andrade.
3/26/12	Final slate for at-large Senate seats must be distributed to the voting faculty (Secretary does this, with help from the Recorder)
3/26/12 or thereabouts	Recorder and/or Secretary arrange with UAD/MyUAlbany folks for the online elections ¹ for at-large seats (I'm not sure what's entailed but think this should be done earlier or at least an inquiry should be made. I can contact Jane Kadish about this)
???	Spring Faculty Meeting 2:30 pm CC Ballroom
4/5/12	Deadline for deans to get their Senator names to the Secretary for 2011-2012
Week of 4/2/12	Committee on Council Formation meets to form councils
4/30/12	Penultimate Senate meeting of the academic year. Elections for vice-chair will take place.
4/2-5/11	On-line elections take place through MyUAlbany for at-large seats
4/6/12	Secretary can fill in blanks on Council Membership with new at-large seats
5/1-5/11	2011-2012 Councils meet and elect their chairs (Vice-Chair must arrange these meetings –Susanna, I set up Doodle polls last fall to coordinate these)
5/14/11	Ultimate Senate meeting of the academic year. 2011-2012 Council chairs-elect should be approved/disapproved by the Senate at this meeting.

¹ By the way, this year we don't have to conduct the UAS elections because they don't have a need for it. Next year, we should check with them again.