Medical School Information Systems

Online Elections For Faculty

This document contains information about the MSIS online elections application and instructions for those who would like MSIS to help them set up an online election.

General Information

The Medical Campus often has the need to hold elections of various kinds. These might be to elect members to various committees, to elect chairs to committees, or to vote on changes to by-laws or curriculum. Usually the eligible voters are all or some subgroup of the Medical School faculty. MSIS has developed the capability to hold these elections online. The elections are held on the Web, so voters can access the election application using any web browser, like Internet Explorer.

MSIS will hold elections for any medical campus group with a need to solicit votes from faculty. In the past elections have been held on behalf of the Office of Clinical Affairs, for Faculty Affairs and for the Office of Medical Education.

Elections can consist of one or more ballots. For example, the election for Faculty Group Practice Board of Directors has different ballots for each faculty cohort. The general faculty elections each year have a ballot for each of the various faculty committees. An election to vote on a change in the by-laws would have only one ballot.

Each ballot consists of a list of choices, usually candidates. In addition a ballot may have a link to an informational page. This is usually a Word document giving general information concerning the ballot. For example, it may contain brief statements from each of the candidates, or it may contain the proposed changes to the by-laws.

Each election is secure. Elections are restricted to faculty who are eligible to vote in that particular election. Optionally, each ballot within an election can be restricted to certain faculty. For example, in an election that has ballots for several committees, each voter may be able to vote on only a subset of the committees. All faculty must login to the election application before being allowed to vote. (To login the faculty must specify either their UMICH ID(unique name)/password or their CareWeb ID/password.)

Procedure for setting up an election

1) Notification: MSIS needs to know about an election as early as possible. This is particularly true if you have not previously worked with MSIS on an election. As soon as you are aware that you need to hold an election, please contact MSIS at msis.elections.help@umich.edu or 763-7651. At a minimum you must contact MSIS a month previous to when you would like the election to begin. All materials concerning the election must be delivered to MSIS at least two weeks before the election is to open.

2) Meetings: If you have not previously held an election through MSIS we may wish to schedule a meeting with you. Often, however, most business can be conducted via phone and email.

3) Who can vote: It is necessary for you to specify which faculty are eligible to vote in the election. If there are multiple ballots, it is necessary to specify which faculty are eligible to vote on each ballot. This is often difficult, as the term “faculty” can mean different things to different people. Often only a subset of the entire faculty are allowed to vote in an election or on a particular ballot. Ultimately, for each ballot, MSIS needs a spreadsheet that contains a list of the uniqnames of the eligible faculty. If you are able to assemble a list of the uniqnames we will ask you to email it to us. If you cannot produce such a list, then MSIS will work with you to produce such a list from the employee database. If you cannot assemble your own list please contact us as far ahead of time as possible.
4) **Materials you must provide to MSIS:**

- The name of the election, as you would like it to appear.
- A very brief description of the election, if the name isn’t sufficient
- The start date and end date of the election.
- For each ballot, a name for the ballot and brief description or further information. For example,
  
  **Surgery Cohort** - For three year term beginning **July 1, 2002** or
  **APRAPT** - **Advisory Committee on Primary Research Appointments, Promotions and Titles.**

- For each ballot, the list of candidates or choices to appear on the ballot. These must be given as you wish them to appear on the ballot.
- For each ballot, the maximum number of choices a voter may vote for. This number will be displayed in an instruction that will state: **Vote for no more than X.**
- Optionally, for each ballot you may provide a PDF document that contains information about the ballot, the candidates, or the choice to be voted on. This document will be made available by means of a web link at the top of the ballot.

5) Once you have provided the above materials, MSIS will setup the election. We will give you a web address where you can go with your browser, login, and inspect the ballots. MSIS will make any changes you need.

6) Once you have approved the election setup, MSIS will put the election into production. This means that the polls will automatically open on midnight, the morning of the start date, and automatically close on midnight the evening of the end date. Outside of those dates, although a voter may be able to login to the election application, the voter will not be able to vote for that election.