BUSAC (Brandeis University Staff Advisory Committee) FAQs

For questions not answered in this FAQs document or in the BUSAC charter, please email BUSAC@brandeis.edu. We will answer you promptly and this list will be updated to include more information.

Q: What is BUSAC?

A: BUSAC stands for Brandeis University Staff Advisory Committee. It consists of elected and occasionally appointed staff members who will work together with Brandeis leadership to address staff concerns.

Q: How does the voting process work?

A: Voting for members of BUSAC is divided into three steps:

1) Nomination process
2) Acceptance of nomination
3) Election process

The eligible staff population is divided into districts:

District A: Arts & Sciences (A&S), including the Graduate Schools of Arts & Sciences (GSAS) and Admissions
District B: International Business School (IBS)
District C: Heller
District D: Rabb, including Precollege Program
District E: Centers, Institutes, and Museum
District F: Administration: President’s Office, Provost’s Office, Investments, Legal, Finance, Human Resources, Office of Diversity, Equity, & Inclusion, Communications, Office of Planning and Institutional Research, Office of Special Events, and Office of Conference and Event Services
District G: Institutional Advancement (IA)
District H: Student Affairs: Athletics, Counseling Center, Community Living, Health Center, Student Activities, and Student Life
District I: Academic Affairs: Academic Services, Study Abroad, International Students and Scholars Office (ISSO), English Language Program (ELP), Registrar, Graduate Student Affairs
District J: Campus Operations: Public Safety and Facilities
District K: Information Technology Services (ITS) and Library Services

All districts have at least one seat on the committee and there is one elected at-large seat. Any district with more than 100 eligible staff has two seats - these are currently districts A, C, F, J and K. The person (or persons in the case of larger districts) with the most votes from within their district will win the district seat. All other nominees will be added to the at-large pool. The person in this group with the highest TOTAL votes (across all districts) will win the at-large seat.
*Please note: To help with the transition to an elected committee during the first election cycle, several members of the Staff Engagement Committee who are from districts that have two (2) seats have agreed to be appointed as members of the committee for their district. These are Jessica Maryott (District A), Michelle Techler (District C), and Sherri Avery (District F). All three of these districts will be electing for a single seat for this election only. Robin Nelson-Bailey will remain on the committee as Advisor.

**Q: Who can I nominate?**

**A:** Each person who is eligible to vote belongs to a district, based on their primary department/office affiliation. You may nominate:

Any one (1) person from your district, including yourself

AND/OR

Any one (1) person from another district

This allows each person to nominate up to two (2) people. You do not have to nominate in both categories.

**Q: How do I confirm that I would like to run for a seat on BUSAC?**

**A:** After nominations close, every person who is nominated, regardless of who nominated them (self, own district, other district) will receive an email asking them if they would like to accept the nomination. Everyone one who accepts the nomination will:

1) Appear as a nominee for the district vote for people in their own district

AND

2) Appear as a nominee for the at-large vote for people in all other districts.

**Q: What happens if someone else wins the district election? Am I still considered for the at-large seat?**

**A:** Yes – if there is more than one nominee in a district, the district seat will go to the person with the most votes from people WITHIN that district. All other nominees will be added to the at-large pool and their own district votes will be ADDED to any votes that they received from other districts as part of the at-large voting.

**Q: If I vote for someone within my district and someone else wins that seat, does my vote still count for the at-large election?**

**A:** Yes, the at-large election process will count all votes that a person received from both within and outside of their district. Thus, your vote for someone in your district will still be counted as a part of the at-large tally if they did not win your district seat.

**Q: Will someone I nominate for the at-large seat appear in my district election?**
A: No. Remember that you can only nominate people from outside of your district for the at-large seat. However, if someone in another district nominates someone from your district, that person will appear in YOUR district election AND in THEIR at-large election. This may mean that someone that you want as your at-large member instead has a district seat, if they win that election.

Q: What if the person I wanted for an at-large seat wins their district? Can I still bring my concerns to them?

A: Absolutely. The districts are meant to help ensure that representation is diverse across department/office affiliations; not to be restrictive. You should feel comfortable approaching ANY member of the committee.

Q: Who is running the election and who can see how I have voted?

A: The election process is run by ITS and access to the data is limited. The committee will only see the aggregate data (how many votes each person received in each category and how many people from each district voted) and will not see who voted or for whom. However, the election is not anonymous – your name is logged with your vote to ensure that each person votes only once.

Q: Can someone win their district election and the at-large election?

A: No. Someone who wins their district seat is not considered for the at-large seat.

Q: I am having a technical problem with the nomination/election form. Who do I contact?

A: Please email BUSAC@brandeis.edu and someone will get back to you to figure out a resolution.

Q: It sounds like I can nominate/vote for two people. Is that correct?

A: Yes, each person can nominate one person from their district and one person outside of their district. When voting, the same applies. Because of this, each person gets two votes for each process, but they can never be for the same person.

Q: Can I nominate/vote for myself?

A: Yes.

Q: Can I nominate/vote from off campus?

A: Yes – all you need is the link from the email and a web browser.