**APPALACHIAN STATE UNIVERSITY**

**PETITION FOR PUBLIC OFFICE CANDIDACY OR PUBLIC OFFICEHOLDING**

**(OTHER THAN THE GENERAL ASSEMBLY)**

*This form is for use by Appalachian State University employees who are NOT “senior academic and administrative officers” (SAAOs) and who are not running for or holding a seat in the General Assembly. SAAOs and individuals running for or being seated in the General Assembly must submit the appropriate petition to the Board of Governors, through the Office of the President of The University of North Carolina and with a recommendation from the Chancellor. The appropriate form can be found on this site:*

*[https://www.northcarolina.edu/Legal-Affairs/Policies-and-Resources](https://www.northcarolina.edu/offices-and-services/governance-legal-and-risk/policies-and-resources/)*

*All petitioners for public office candidacy or public officeholding must read and fully comply with Appalachian State University Policy 604.7 “Policy on Political Activities of Employees and Candidacy for Elective Office and Officeholding (Elective and Appointive Public Office)” and UNC Policy Manual 300.5.2 “Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office)”.*

FROM: Name:

 Position:

TO: Appalachian State University Board of Trustees

 c/o Office of the Chancellor

 ASU Box 32002

 Boone, NC 28608

RE: Petition for review of proposed political candidacy or officeholding

1. **In accordance with UNC Policy Manual 300.5.2 “Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office)” and Appalachian State University Policy 604.7 “Policy on Political Activities of Employees and Candidacy for Elective Office and Officeholding (Elective and Appointive Public Office)”, this petition concerns:**

( ) **Minor Public Office**: The Chancellor’s request that I submit this petition for review of a potential material conflict of commitment relating to my candidacy for or assumption of a Minor Public Office. (UNC Policy Manual 300.5.2, Section II.B)

In addition to filing this petition, I understand that as an employee who files as a candidate for or intends to assume or accept appointment to a Minor Public Office, I must file with my immediate supervisor a written statement setting forth the amount of any payments to which I would be entitled as the holder of this office. (UNC Policy Manual 300.5.2, Section II.C)

( ) **Major Public Office Candidacy (other than the General Assembly)**: My intention to campaign for a Major Public Office (other than the General Assembly).

Title of office:

Primary or general election date:

Period of proposed campaign activity:

( ) **Major Public Officeholding (other than the General Assembly)**: My intention to occupy a Major Public Office (other than the General Assembly), either elective or appointive.

Title of office:

Term of office:

Period of employment affected:

***NOTE: Assumption by any full-time employee of any full-time public office creates an irrebuttable presumption of a conflict of commitment that interferes with the employee’s satisfactory performance of University employment obligations.***

1. **With respect to my candidacy for election to a Major Political Office (other than the General Assembly), I request permission:**

( ) To maintain my full-time University employment while campaigning. In support of my request, I have provided:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. An explanation of proposed campaign activity, demonstrating how such activity will be limited to available personal time, so as not to interfere with the satisfactory performance of full-time employment responsibilities (Attachment B).

3. The written concurrence of my supervisor(s) and the Provost or appropriate vice chancellor in the conclusion that engagement in campaign activities will not interfere with the satisfactory performance of my full-time employment responsibilities.

( ) To take a partial leave of absence, with corresponding reduction in pay, for the period (dates of leave). In support of my request, I have provided:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. An explanation of proposed campaign activity (Attachment B).

3. Identification of those employment responsibilities that I propose not to meet, consistent with such a partial leave of absence, and calculation of percentage reduction in employment time (Attachment C).

4. Written confirmation by my supervisor(s) and the Provost or appropriate vice chancellor that granting such a leave is practicable and that alternative arrangements can be made to ensure performance by others of the employment responsibilities for which I otherwise would be responsible.

( ) To take a full leave of absence, without pay, for the period (dates of leave). In support of my request, I have provided:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. Written confirmation by my supervisor(s) and the Provost or appropriate vice chancellor that granting such a leave is practicable and that alternative arrangements can be made to ensure performance by others of the employment responsibilities for which I otherwise would be responsible.

**C. With respect to my occupancy of a Major Political Office (other than the General Assembly), I request permission:**

( ) To maintain my full-time University employment while holding office. In support of my request, I have provided:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

1. An explanation of the time requirements associated with holding public office, demonstrating how such activity will be limited to available personal time, so as not to interfere with the satisfactory performance of my full-time employment responsibilities (Attachment D).
2. The written concurrence of my supervisor(s) and the Provost or appropriate vice chancellor in the conclusion that the time requirements associated with holding the public office will not interfere with the satisfactory performance of my full-time employment responsibilities.

( ) To take a partial leave of absence, with corresponding reduction in pay, for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (period of officeholding). In support of my request, I have provided:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. An explanation of the time requirements associated with holding the public office (Attachment D).

3. Identification of those employment responsibilities that I propose not to meet, consistent with such a partial leave of absence and calculation of percentage reduction in employment time (Attachment C).

4. Written confirmation by my supervisor(s) and the Provost or appropriate vice chancellor that granting such leave is practicable and that alternative arrangements can be made to ensure performance by others of the employment responsibilities for which I otherwise would be responsible.

( ) To take a full leave of absence, without pay, for the period (dates of leave). In support of my request, I have provided:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. Written confirmation by my supervisor(s) and the Provost or appropriate vice chancellor that granting such leave is practicable and that alternative arrangements can be made to ensure performance by others of the employment responsibilities for which I would otherwise be responsible.

D. With respect to any request embodied in this petition, the petitioner should offer any additional explanation or information that in his or her judgment would assist supervisor(s), the Provost, the Chancellor or the Board of Trustees in making a decision whether to grant the request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Petitioner

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted

**Administrative Review**

Based on review of the petition and all supporting documentation, the following action is recommended:

 Approve Approve

 Partial Leave Full Leave Deny the Approve With Pay of Absence Petition

Full-time (Attchmt C Without (Require

Employment of Petition) Pay Resignation)

Department/Unit Head \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Dean/Director \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Provost/Vice Chancellor \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Chancellor \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**BOARD OF TRUSTEES ACTION**

I certify that, as its meeting on (date), the Board of Trustees voted to approve the following action on this petition:

1. Approve continuation of full-time employment

1. Approve a partial leave of absence as requested in Attachment C of the Petition for the period

 to

3. Approve a full leave of absence without pay for the period to

4. Deny the petition and require resignation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary, Appalachian State University Board of Trustees

##### Petition Attachment A

Detailed account of anticipated normal responsibilities during the affected period of employment; the information to be provided presupposes a standard eight-hour work day and a forty-hour work week and requires a demonstration of how that amount of employment time is accounted for and scheduled; the petitioner may supplement this form with a narrative account that further explains employment obligations and time commitments.

Name of Petitioner Employment Period Affected

1. **Non-faculty employees (for those employees who regularly follow a standard eight-hour day and forty-hour week)**

Length of required work day (number of hours):

Hours of work: from \_\_\_\_\_\_\_\_ a.m. to \_\_\_\_\_\_\_\_ p.m.

Days of Week to Which Scheduled Work Applies:

2. **Faculty employees (and other employees who do not necessarily follow a standard schedule of eight-hour days and forty-hour weeks)**

 Duties Hours per Week (Average) % of Total

 Teaching (classroom, laboratory, etc.)

 Instructional preparation

 Advising students

 Other instructional responsibilities

 Evaluating student performance

 Research and writing

 Institutional committee service

 Administrative service

 Current professional development

 Other (Specify):

 Totals:

 Hours/Week

**Petition Attachment B**

Explanation of nature, extent, and schedule of proposed campaign activity.

##### Petition Attachment C

Identification of employment responsibilities not to be performed pursuant to partial leave of absence

Duties to be eliminated or reduced Hours Per Week (Average)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Totals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Hours/Week

Percentage reduction in weekly employment time: \_\_\_\_\_\_\_\_\_\_\_\_

Note: Policies of the Board of Governors do not permit partial or full leaves of absence, for a portion of a semester, that would affect adversely the instructional services available to students, e.g., substituting another instructor for the petitioner to teach a course for a portion of the academic term (as distinguished from such substitution for a full term).

##### Petition Attachment D

Explanation of nature, extent, and schedule of required duties as officeholder demonstrating how such activity will be limited to personal time, so as not to interfere with performance of full-time employment responsibilities.