



## **Harvard Union of Clerical and Technical Workers**

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*AFSCME Local 3650*

15 Mount Auburn Street

Cambridge, MA 02138

(617) 661-8289

[huctw.elections@huctw.org](mailto:huctw.elections@huctw.org)

# **Notice of Election**

*Election to take place by electronic voting*

*December 14-17, 2021*

### **VOTING FOR:**

**Executive Board & Union Representatives**

- *Remember: you must be a union member in order to vote*
  - *If you want to join, visit [huctw.org/huctw-membership-card](http://huctw.org/huctw-membership-card) or e-mail [huctw.info@huctw.org](mailto:huctw.info@huctw.org) with questions*
- *More information and detailed process description on electronic voting can be found at [huctw.org/huctw-elections](http://huctw.org/huctw-elections)*

### **ELECTRONIC VOTING**

*Due to COVID and remote working arrangements, the HUCTW Elections Committee has decided to hold the 2021 Election via Electronic Voting. All votes must be delivered via electronic ballots, there is no exception to this.*

- *Nominations will close Friday, December 3, 2021 at 5pm. Please email nominations to [huctw.elections@huctw.org](mailto:huctw.elections@huctw.org) or mail to HUCTW Office Attention: HUCTW Elections.*
- *For contested elections, each eligible HUCTW voter will be emailed (and optionally texted) a unique access link to an electronic ballot which will allow a member to vote in each election that they are eligible to vote in. The period of online voting will take place December 14 – December 17, 2021.*
- *The HUCTW Elections Committee will review results on Friday, December 17, 2021.*



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# Notice of Nomination

Nominations Close Friday, December 3, 2021 at 5pm.

### **ELECTIONS FOR:**

**Representatives to the Executive Board** – elected by Region.

*The Executive Board is responsible for all matters affecting the policies, aims and means of accomplishing the purposes of HUCTW not specifically provided for in the By-Laws or by action of the membership at a membership meeting. Executive Board Representatives are elected to a two (2) year term.*

**Local Union Representatives** – elected by Unit or Department.

*According to the HUCTW By-Laws, Union Representatives are elected to a one-year term by unit or department, about “one representative for every 35 employees.” Local Union Representatives will serve as a source of information for co-workers and will be a first contact for co-workers with questions or problems. They will be trained to participate in the individual problem-solving process established in the HUCTW’s Agreement with the University.*

### **NOMINATIONS:**

As prescribed by the HUCTW By-Laws, (Article VI, Section 1): “To be eligible for elected office a member must be in good standing for at least 6 months immediately preceding the election.”

**Nominations must be received by Friday, December 3, 2021 not later than 5:00 pm.**

Please indicate the candidate’s name, department, email, work phone, and the position being sought.

**Nominations must be e-mailed to [huctw.elections@huctw.org](mailto:huctw.elections@huctw.org) or mailed to the HUCTW Office  
Attention: HUCTW Elections.**

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## **CENTRAL Region: One (1) Executive Board seat is up for election.**

### ***Local Union Representative positions:***

**Alumni Affairs & Development (AAD):** *4 local union representatives*

**Arboretum:** *1 local union representative*

**Cross-Yard:** *7 local union representatives* Includes: ART, Governing Boards, HPAC, HASI, Information Center, Interfaculty Initiatives (HIGH, Mind, Brain & Behavior, HUNAP, Health Policy Initiatives), HUPD, HUECU, Institutional Research, Marshal's Office, Memorial Church, Niemann Foundation, Ombuds, OPP, OTD, Trademark.

**Financial Administration (FAD):** *3 local union representatives*

**Harvard Art Museum:** *2 local union representatives* Includes: Fogg, Busch-Reisinger, Sackler, Inner Belt Road.

**Harvard Campus Services (HCS):** *5 local union representatives* Includes: Events Management, Global Support Services, Harvard Magazine, HCS Technology & Logistics, International Office, Strategic Procurement, HRES, Harvard University Housing, Allston Development Group, Energy & Facilities, EH&S, HCS Admin & Finance, Office for Sustainability, Transportation, University Mail Services, Dining Services and Faculty Club.

**Harvard Human Resources:** *2 local union representatives* Includes: BSG, CWD, HHR, O&I, Work/Life.

**Harvard University Information Technology (HUIT):** *4 local union representatives*

**LASPAU:** *1 local union representative*

**University Health Services (UHS):** *3 local union representatives*

**University Press (HUP):** *1 local union representative*

## **FAS ARTS Region: One (1) Executive Board seat is up for election.**

### ***Local Union Representative positions:***

**Administration:** *7 local union representatives* Includes: Academic Affairs, Athletics, BSC, College Life & Student Services, Dean's Office, Dudley House/Lehman Hall, Financial Office, FDO, Freshman Seminar Program, Harvard College, Crimson Academy, Graduate Admissions and Financial Aid, Harvard Foundation, IMS, MPC, MTS, OIRE, OFA, OCS, OIP, Office of Secretary to the Faculty, PBH, Physical Resources, Piano Technical Services, Registrar's Office, RAS, Signet Society, Undergraduate Admissions and Financial Aid.

**Academic:** *4 local union representatives* Includes: African & African-American Studies, Aga Khan Program, CAPS, Carpenter Center, Classics, Comparative Literature, DuBois Institute, East Asian L&C, Economics, English, Ethnic Studies Committee, Expository Writing, Germanic L&L, Government, History, History of Art & Architecture, Humanities, Islamic Studies, Linguistics, Music, Philosophy, Pluralism Project, Programs on General Education, Romance L&L, Sanskrit & Indian Studies, Slavic L&L, Social Sciences Administrative Support Group, Social Studies, Women Gender & Sexuality, Study of Religion, Visual & Environmental Studies, Warren Center, Yenching Institute.

**Harvard College Libraries (FAS libraries not including Widener):** *3 local union representatives*

**Widener Library:** *4 local union representatives* Includes: Widener, 625 Massachusetts Avenue.

**Division of Continuing Education (DCE):** *4 local union representatives*

**Dumbarton Oaks:** *2 local union representatives*

**FAS SCIENCES Region: One (1) Executive Board seat is up for election.**

*Local Union Representative positions:*

**Biological & Chemical Sciences: 7 local union representatives** Includes: Center for Brain Science, Center for Systems Biology, CCB, CGR, EPS, Life Sciences, Evolutionary Dynamics, MCB, Origins of Life Initiative, Stem Cell Institute, SCRB, University Center for the Environment.

**Earth & Natural Sciences: 5 local union representatives** Includes: Anthropology, Center for Jewish Studies, Concord Field Station, Geology, Harvard Forest, HUH, HEB, HMNH, MCZ/MCZ Labs, NELC, OEB, Peabody Museum, Semitic Museum.

**Applied & Physical Sciences: 6 local union representatives** Includes: Astronomy, Bok Center, High Energy Physics, History of Science, Mathematics, Nanoscale Systems, Observatory, Physics, Rowland Institute, SEAS, Science Center Administration, Statistics.

**Social & Political Sciences: 4 local union representatives** Includes: Asia-Related Centers, CAS, CES, CMES, DRCLAS, Davis Center, Ed Labs, HMDC, HURI, IQSS, Psychology, Sociology, WCFIA.

**MEDICAL Region: Two (2) Executive Board seats are up for election.**

*Local Union Representative positions:*

**Medical and Dental Schools (including Wyss Institute): 25 local union representatives**

**School of Public Health: 14 local union representatives**

**PROFESSIONAL Region: Two (2) Executive Board seats are up for election.**

*Local Union Representative positions:*

**Business School: 12 local union representatives**

**Design School: 3 local union representatives**

**Divinity School: 1 local union representative**

**School of Education: 4 local union representatives**

**Kennedy School: 7 local union representatives**

**Law School: 6 local union representatives**

**Radcliffe Institute: 1 local union representative**

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