To: All Faculty

From: Dean of Bienen School of Music
Dean of School of Communication
Dean of School of Education and Social Policy
Dean of McCormick School of Engineering and Applied Science
Dean of Medill School of Journalism Media, Integrated Marketing Communications
Dean of Weinberg College of Arts and Sciences

Re: Information regarding upcoming SEIU election

Date: June 24, 2016

Dear Colleagues,

On Monday, June 27, the National Labor Relations Board is mailing ballots for the election that will decide whether non-tenure-track faculty in Weinberg College of Arts and Sciences, Bienen School of Music, McCormick School of Engineering and Applied Sciences, School of Communication, School of Education and Social Policy, Medill School of Journalism, and the Graduate School will be represented by the Service Employees International Union. Eligible voters should expect to receive the ballot in the mail next week.

Please note that returning your ballot by mail is the only way for you to vote in this election. In the mail you will receive a large-sized brownish-colored envelope, with a voting kit that contains: (1) a yellow postage-paid envelope for mailing your ballot; (2) a blue envelope for sealing your ballot; (3) a ballot; (4) detailed voting instructions; and (5) an informational sheet from the NLRB. I have attached an image showing sample envelopes, and the voting instructions that the envelope will contain, so that you recognize the voting kit when it arrives.

For a ballot to count, it must be carefully completed in accordance with the detailed instructions, placing an “X” in the appropriate spot and making no other markings. The ballot must then be placed in the blue “OFFICIAL SECRET BALLOT” envelope and sealed. The sealed blue envelope must then be placed in the yellow, postage-paid envelope, which must be signed by you across the back flap, mailed, and received by the NLRB by the close of business on July 18, 2016.

The NLRB will count the ballots on July 19, 2016. The envelopes with signatures will be removed and separated from the unsigned blue envelopes, which will then be commingled before counting to ensure that the voting is by secret ballot.

We encourage all eligible voters to participate in this election. The election outcome will be determined by the majority of those who vote, not the majority of those eligible to vote. If you do not vote, you will not be part of this important decision regarding your future.

For additional information, please feel free to contact me or visit the website we created to keep you informed about this petition, which you can access here: http://www.northwestern.edu/faculty-union/. The contact for the National Labor Relations Board’s regional office during the balloting period is: Maria Guerrero, (312) 353-0329.
RIGHTS OF EMPLOYEES

Under the National Labor Relations Act, employees have the right:

- To self-organization
- To form, join, or assist labor organizations
- To bargain collectively through representatives of their own choosing
- To act together for the purposes of collective bargaining or other mutual aid or protection
- To refuse to do any or all of these things unless the union and employer, in a state where such agreements are permitted, enter into a lawful union-security agreement requiring employees to pay periodic dues and initiation fees. Nonmembers who inform the union that they object to the use of their payments for non-representational purposes may be required to pay only their share of the union's costs of representational activities (such as collective bargaining, contract administration, and grievance adjustment).

It is the responsibility of the National Labor Relations Board to protect employees in the exercise of these rights.

The Board wants all eligible voters to be fully informed about their rights under Federal law and wants both employers and unions to know what is expected of them when it holds an election.

If agents of either unions or employers interfere with your right to a free, fair, and honest election, the election can be set aside by the Board. Where appropriate, the Board provides other remedies, such as reinstatement for employees fired for exercising their rights, including backpay from the party responsible for their discharge.

The following are examples of conduct that interfere with the rights of employees and may result in the setting aside of the election:

- Threatening loss of jobs or benefits by an employer or a union
- Promising or granting promotions, pay raises, or other benefits to influence an employee's vote by a party capable of carrying out such promises
- An employer firing employees to discourage or encourage union activity or a union causing them to be fired to encourage union activity
- Incitement by either an employer or a union of racial or religious prejudice by inflammatory appeals
- Threatening physical force or violence to employees by a union or an employer to influence their votes.

The National Labor Relations Board protects your right to a free choice

Improper conduct will not be permitted. All parties are expected to cooperate fully with this Agency in maintaining basic principles of a fair election as required by law. The National Labor Relations Board as an agency of the United States Government does not endorse any choice in the election.

NATIONAL LABOR RELATIONS BOARD
an agency of the
UNITED STATES GOVERNMENT
**IDENTIFICATION STUB**

Seal Envelope. Sign Your Name Across the Flap. DO NOT PRINT.

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I BELIEVE I AM AN ELIGIBLE VOTER.
I PERSONALLY VOTED THE WITHIN BALLOT.
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<table>
<thead>
<tr>
<th>CASE NUMBER</th>
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<tbody>
<tr>
<td>ELIGIBILITY KEY NUMBER</td>
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Instructions to Eligible Employees Voting By
United States Mail

INSTRUCTIONS

1. MARK YOUR BALLOT IN SECRET BY PLACING AN 'X' IN THE APPROPRIATE BOX. MAKE NO OTHER MARKS ON YOUR BALLOT.

2. IT IS IMPORTANT TO MAINTAIN THE SECRECY OF YOUR BALLOT. DO NOT SHOW YOUR BALLOT TO ANYONE AFTER YOU HAVE MARKED IT.

3. PUT YOUR BALLOT IN THE BLUE ENVELOPE AND SEAL THE ENVELOPE.

4. PUT BLUE ENVELOPE CONTAINING THE BALLOT INTO THE YELLOW ADDRESSED RETURN ENVELOPE.

5. SIGN THE BACK OF THE YELLOW RETURN ENVELOPE IN THE SPACE PROVIDED.

6. DO NOT PERMIT ANY PARTY – THE EMPLOYER, THE UNION(S), OR THEIR REPRESENTATIVES, OR AN EMPLOYEE-PETITIONER – TO HANDLE, COLLECT, OR MAIL YOUR BALLOT.

7. MAIL THE BALLOT IMMEDIATELY. NO POSTAGE IS NECESSARY.

For further information, call the Regional Office at:

Maria Guerrero
(312) 353-0329

TO BE COUNTED, YOUR BALLOT MUST REACH THE REGIONAL OFFICE BY 7/18/2016.