

## Voting Rules

All faculty who hold at least a 30% budgetary appointment in a department, may participate in a vote for all matters not related to appointments, tenure, and promotion.

By majority vote, the voting faculty may extend the privilege of voting rights to faculty who would not otherwise qualify. Any such extension of privilege is valid for one academic year and is renewable at the request of the department. Adjunct, part-time, visiting, coterminous, courtesy, and emeritus faculty are not eligible to vote. For election results to be certified as valid, at least 40% of eligible voters must return their ballots.

## Appointment, Promotion & Tenure Votes

### *Tenure/Tenure-Track Faculty:*

- For votes of appointment and reappointment to tenure and tenure-track faculty, current tenured and tenure-track faculty (associate and full professors) who hold at least a 30% budgetary appointment in a department may participate in the vote.
- For votes to grant tenure to faculty (assistant to associate professor), current tenured faculty (associate and full professors) who hold at least a 30% budgetary appointment in a department may participate in the vote.
- For votes of promotion to already-tenured faculty (associate professors), current tenured faculty (full professors only) who hold at least a 30% budgetary appointment in a department may participate in the vote.

### *Non-Tenure Eligible Faculty:*

- For votes of appointment, reappointment, and promotion to non-tenure eligible faculty current tenured, tenure-track (assistant and associate professors), and non-tenure eligible faculty above the candidate's proposed rank (associate and full professors of instruction) who hold at least a 30% budgetary appointment in the Department may vote.

### *Courtesy Appointments:*

- Courtesy appointments will be issued from the Office of Faculty Affairs only after a majority vote from eligible faculty in a department. Tenured, tenure-track, and non-tenure eligible faculty at or above the rank of associate professor of instruction are eligible to vote on courtesy appointments.

### *Absentee Voting:*

- It is possible for a faculty member who cannot be present for the discussion to provide an absentee vote before the department discussion, although we discourage this practice. Participation in the review is expected to contribute to the analysis of the case, not just the overall vote. For this reason, most people who cannot be present do not submit an absentee vote.

## **Chair Votes**

- Department Chairs are eligible to vote on matters of appointment, tenure, and promotion without regard to outcome.

## **Majority**

- Departments should establish rules for what constitutes a majority before any individual case is at issue. The size of the margin (simple majority, three-fifths, two-thirds) and the base of the count (all eligible voters, all present and voting, or only yes versus no votes) should be specified in writing in the departmental statutes and should be noted in the department letter to the Dean when the vote is less than unanimous. In making its rules, the department should consider what level of support is appropriate for making a permanent appointment to the faculty. The Dean's Office strongly prefers that the bar for approval be set at two-thirds or some other fraction well above a simple majority. Fifty-one percent approval is not a very strong endorsement of the candidate.

## **Recusal**

- Recruiting Discussions: A department member enjoying a close relationship with the candidate (familial, best friend, collaborator, former advisor, etc.) or with another candidate in the search should recuse themselves from the review, discussion, and vote.
- Appointment, Promotion and Tenure Discussions: A department member enjoying a close relationship (familial, best friend, collaborator, former advisor, etc.) with the faculty member under review should recuse themselves from the review, discussion, and vote.