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**MEMORANDUM**

**To:** Donna E. Shalala, President

**From:** Richard L. Williamson  
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Richard L. Williamson'.

**Date:** November 20, 2009

**Subject:** Faculty Senate Legislation #2009-07(D) – Recommendations for tenure and related ballot

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On November 18, 2009, the Senate voted to propose to the Provost that he recommend that the Deans consider the use of the attached ballot and/or have their departments do so. The Senate further recommended that the DF-15 form for reporting the vote be modified accordingly to eliminate the check-boxes ("Marginal" etc.).

This ballot, the result of work by a mixed faculty and administration committee, is proposed for a two-year trial period. It is a partial response to concerns that the Provost has expressed about the difficulty of evaluating tenure files when the vote is close and there are numerous abstentions.

This legislation is now forwarded to you for your information.

RW/rh

Enclosure

cc: Thomas LeBlanc, Executive Vice President and Provost  
David Birnbach, Vice Provost, Faculty Affairs

# University of Miami (Suggested) BALLOT FORM

For use by Eligible Voting Faculty on Recommendations for  
Reappointment/Progress Toward Tenure, Mid-Term Review, Promotion and/or Tenure

Department/School \_\_\_\_\_ Meeting Date \_\_\_\_\_

Name of faculty member under consideration \_\_\_\_\_

Action under consideration (e.g., promotion, tenure, reappointment) \_\_\_\_\_

Date appointed to University Miami faculty \_\_\_\_\_

Present rank \_\_\_\_\_ Date appointed to this rank \_\_\_\_\_

If not tenured, but on tenure track appointment, date probationary period ends \_\_\_\_\_

If tenured, date tenure awarded \_\_\_\_\_

If tenured and not full Professor, date of last promotion consideration \_\_\_\_\_

Use line (1) to record your vote for reappointment and/or mid-term review. In cases where the candidate is on the tenure track with a continuing appointment, then use line (1) to indicate whether the candidate is making adequate progress toward tenure. Use lines (2) and (3) for candidates being considered for promotion and/or tenure.

- (1) Reappointment/Making Adequate Progress Toward Tenure: \_\_\_\_\_ Yes\* \_\_\_\_\_ No\* \_\_\_\_\_ Abstain\*\*
- (2) Promotion: \_\_\_\_\_ Yes\* \_\_\_\_\_ No\* \_\_\_\_\_ Abstain\*\*
- (3) Award of Tenure: \_\_\_\_\_ Yes\* \_\_\_\_\_ No\* \_\_\_\_\_ Abstain\*\*

*\*\*Please explain your reason for an abstention in the space below so that the overall vote can be properly interpreted.*

\_\_\_\_ I abstained because the area is far removed from my own or I am not familiar enough with this candidate's qualifications or I otherwise do not believe I am sufficiently well-qualified to render a professional opinion.

\_\_\_\_ I abstained because there are sufficient reasons to vote either way and I cannot make a decision.

\_\_\_\_ I abstained because I have a conflict of interest with respect to this candidate.

\_\_\_\_ I abstained for another reason: \_\_\_\_\_

*\*It would be very helpful if you explain in the space below the reasons for your vote in terms of quality and impact of scholarly and creative activity and contributions, teaching performance and effectiveness, service, and/or clinical activity. Your comments will be referred to for tenure and promotion only in cases where they are needed. The Chair may refer to them (without attribution to the known or suspected author) when giving feedback to candidates regarding progress towards tenure.*

Anonymous explanatory comments:

You are encouraged, but not required, to submit to your Chair within the next week a brief **signed** letter explaining your vote. Such submissions will become part of the candidate's file and will be treated as confidential in the same fashion as are external letters. Receipt will be acknowledged in writing from the Office of the Provost.