



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: March 6, 2013

Subject: Faculty Senate Legislation #2012-26(B) – Add *Faculty Manual* section C20.8, Voting Procedures for Departments and Schools/Colleges and Amend Section C13.4(b)(iv), Faculty Vote

At its February 27, 2013 meeting, the Faculty Senate unanimously approved the addition to the *Faculty Manual* of Section C20.8, Voting Procedures for Departments and Schools/Colleges and amending Section C13.4(b)(iv), Faculty Vote, to conform with the new section.

The addition of Section C20.8 to the *Faculty Manual* is necessary to provide adequate guidance as to when a formal vote is necessary within a department or school/college. In addition, the proposed language provides the formal voting procedures that should be followed in instances where such a vote is necessary. They are copied from existing C13.4

The changes are noted in underline/~~strikeout~~ format below.

BEGIN TEXT

C13.4(b)

[Section (a) and (b) (i – iii) does not change]

(iv) FACULTY VOTE. The appropriate voting faculty¹, or the Ad Hoc Review Committee when one is required, shall be assembled to consult on the candidate. Notice of the meeting shall be in writing and shall include the names of candidates under consideration. The meeting shall be noticed sufficiently in advance to provide faculty members adequate time to review the candidates' files. After systematic examination of the file, including any Evaluation Committee report, and after deliberation, the voting faculty shall ~~determine by anonymous written ballot for each candidate~~ vote on whether to recommend reappointment, promotion or tenure. ~~The ballots shall be counted by two designated members of the voting faculty and the results of the ballot announced to the electorate. The vote shall be conducted in accordance with the provisions of C20.8.~~

Following this announcement, a reporter, who shall be elected² from the appropriate voting faculty but who shall be someone other than the chair or dean, shall prepare a written summary of the recommendation of the voting faculty which shall be circulated to the voting faculty for concurrence on its accuracy prior to its transmission to the

¹ See section C10.2(d) for voting criteria

² #2011-60(B)

~~dean. Absentee ballots shall not be counted unless they are authorized in writing by a school's bylaws and have been submitted prior to the balloting. Voting by proxy at the meeting is not permitted to substitute for an absentee ballot.³~~

C20.8 Voting Procedures for Departments and Schools/Colleges

The following formal voting procedures shall be followed when conducting a Special Review under C13.4 or an immediate award of tenure under A14.2; before appointing a new chair or dean under A13.2 or A13.3⁴; when establishing or disestablishing a department or school/college or a new degree under A4.1; prior to the adoption by a department or school of special additional standards for reappointment, promotion and tenure under C13.1; and before the adoption or amendment of departmental or school bylaws or the initial advisory vote of new appointments under section A14.1⁵. The appropriate voting faculty, or the Ad hoc Review Committee when one is required, shall be assembled to consult on the matter. Notice shall be sent in writing not less than five academic days prior to the meeting and shall include a brief description of the matter under consideration, or the names of the candidates if voting on candidates to serve as a new chair or dean. The voting faculty shall then vote by secret ballot, which shall be counted by two designated members of the voting faculty. Absentee ballots shall not be counted unless they are authorized in writing by a school's bylaws and have been submitted prior to the balloting. Voting by proxy at the meeting is not permitted⁶.

END TEXT

This legislation is now forwarded to you for your action.

RW/rh

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

³ ~~#2011-60(B)~~

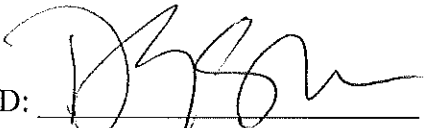
⁴ Section A13.3 requires that the Search Committee consult with the school faculty prior to making its recommendations to the appointing authority, and section 20.8 provides that this consultation shall incorporate the formal voting procedures.

⁵ Section A14.1 requires that the chair consult the department faculty or appointed committee to obtain recommendations on appointments, and section C20.8 provides that this consultation shall incorporate the formal voting procedures.

⁶ ~~#2011-60(B)~~

CAPSULE: Faculty Senate Legislation #2012-26(B) – Add *Faculty Manual* section C20.8, Voting Procedures for Departments and Schools/Colleges and Amend Section C13.4(b)(iv), Faculty Vote

PRESIDENT'S RESPONSE

APPROVED:  DATE: April 26, 2013
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE

EFFECTIVE DATE OF LEGISLATION: _____
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____