

School of Engineering & Applied Science

Voting Procedures for Faculty Appointments - [Faculty Handbook](#), Sections III.K.2 and V.E. 1-6.

- For all votes related to appointments matters, faculty must be present at the time of the vote for their vote to be counted. Under no circumstance may faculty vote in absentia. Faculty may be considered present by virtue of participation, either in person or via two-way audio-visual technology (i.e., Zoom, with camera on), both when the discussion of the candidate begins, and the time the vote is called. Should a discussion of a particular candidate extend beyond a single meeting, votes may be accepted only from those faculty members who are present and eligible to vote at the final meeting.
- Voting may be conducted at a hybrid meeting, but all voting must occur using the same mechanism (i.e., online poll).
- For each vote, a vote action, on a specific candidate, must be called and faculty must vote yes/no/abstain.
- Voting must be conducted via secret ballot and to move forward, a candidate must receive affirmative votes from a majority of those present and eligible to vote. Because a majority of those present and eligible to vote is required, abstentions have the same effect as votes cast against the appointment.
- The secret ballot requirement applies to preliminary votes to decide among candidates. Informal “straw” poll voting about an individual candidate is prohibited.
- Voting should not be conducted via email sent to an administrator.
- The results of all votes should be submitted to the Dean’s Office using the Departmental Faculty Vote Form.
- Faculty may only vote on appointments at or below their current rank.
- Faculty on term appointments may not vote on reappointments to ranks equivalent to or above their own.