

Recording Faculty Votes

Prepared for Physical and Biological Sciences Department Chairs and Managers

The votes of all faculty *eligible* to vote on a particular case (as specified in Bylaw 55) must be recorded as one of the following for each vote taken:

VOTE:	DEFINITION:
Yes	In favor
No	Opposed
Waive	Faculty member gives up right to vote on <i>all</i> actions for a specified period of time (e.g., while on leave or while serving in an administrative position), and this period of time is stated in advance. If faculty member on leave chooses to participate in <i>some</i> personnel actions, then the faculty member is <i>not</i> waiving his/her right to vote. In this situation, actions the faculty member chooses not to vote on, would be recorded as “Absent, not Voting”.
Recuse	Faculty member has a conflict of interest with regard to a particular case (e.g., is a near relative of the faculty member under review – see CAPM 106.520.C.5). Faculty member should not participate in the discussion of the case.
Absent, not Voting	Record the following as Absent, not Voting: <ul style="list-style-type: none"> • Faculty on leave who have not waived their voting rights, but do not vote on a particular action within the time frame specified by the department’s bylaw 55. • Faculty not on leave who are absent when a vote is taken and do not vote on an action within the time frame specified by the department’s Bylaw 55 (do not record these as “waived”).
Abstain	Faculty member participates in discussion of the case, and chooses to cast a vote that is neither in favor or opposed.

It is fine not to mention the number of “non-votes” (waive, recuse, abstain, absent not voting) when those are zero.

It is not necessary to....

- identify by name or reason those faculty who recuse, waive, or are absent not voting.
- record votes separately by those faculty at the meeting vs. those who voted later.

Sample language for recording a single faculty vote in the department letter:

“The eighteen eligible faculty of the Department of *** voted 15 yes, 0 no, 2 waive, and 1 absent, not voting, for an accelerated merit increase for Professor *** from Professor, step 2 to Professor, step 4, at an annual salary of \$xx,xxx.”

Sample language for recording multiple faculty votes in the department letter:

“The eighteen eligible faculty of the Department of *** voted on two actions for Professor ***. A one-step merit from Professor, step 2 to Professor, step 3 at an annual salary of \$xx,xxx received a vote of 15 yes, 0 no, 2 waive, and 1 absent, not voting. A greater-than-normal merit from Professor, step 2 to Professor, step 3 off-scale, with an additional half-step salary increase, at an annual salary of \$xx,xxx, received a vote of 13 yes, 2 no, 2 waive, and 1 absent, not voting.”