

Department of Civil & Environmental Engineering
Voting Protocol for Merit/Promotion/Appointment Actions
10/02, modified by Dept. vote 10/04

1. The candidate (in the case of Appointment, the Search Committee) is responsible for making sure that her/his complete personnel action file is ready for departmental review by September 1 (in the case of Appointment, by the appropriate date). Faculty are notified, and have the opportunity to examine the personnel action file a minimum of 5 working days* in advance of the departmental meeting on the file, and until the end of specified voting deadline.
2. The merit/promotion file must be available for examination at a secure room within the department, and cannot be taken out by the faculty.
3. Ballots are available to the faculty at the departmental meeting, and at the departmental secure room along with the file.
4. In order to ensure anonymity, the ballots will be enclosed within an envelope with the voter's signature on the envelope. The ballot may contain the recommended action, comments and the voter's rank. The votes are tallied by a departmental staff member who is designated to handle the voting procedure. In extenuating circumstances, the ballots may be cast by electronic mail.
5. Faculty may vote any time during the period starting from the notification of the file to 5 working days* after the faculty meeting on the personnel merit/promotion action.
6. The departmental letter is finalized by the Chair after the completion of faculty voting. The departmental letter may summarize the faculty comments during the faculty meeting/voting, and it will include the faculty comments verbatim as an addendum.
7. The departmental letter, after it is completed, is open to examination by all departmental faculty.
8. For all appointments of Academic Senate or Academic Federation members, votes will also be confidential as per #4.

*Definition of a working day: M-F, excluding holiday.