

Sociology and Anthropology Faculty Voting Procedures
Adopted May, 2013

I. These are voting procedures for the faculty of the Department of Sociology and Anthropology. With the exceptions listed below in II, the faculty makes decisions by a simple majority vote show of hands (“standard procedure”) of those tenured and tenure-track (TTT) faculty present at the regularly scheduled meetings of the faculty as a whole, the sociology faculty, or the anthropology faculty. A specific example of the standard procedure is a decision at a regularly scheduled faculty meeting to delay a vote to a subsequent meeting.

II. The following are exceptions to the standard procedure:

- **Proxy voting.** A TTT faculty member who will miss a faculty meeting because of an official leave, a professional obligation, illness, or a family emergency may empower another TTT faculty member to cast his/her vote at a faculty meeting on issues that have been announced in the agenda of the meeting. Before casting such a proxy vote, the proxy voter presents to the department head (or whoever else is presiding) written notification (including by email) from the absentee voter of the assignment of the proxy and the issue(s) on which the proxy may be used. The proxy voter affirms to the department head (or whoever else is presiding) that the absentee voter has indicated his/her basic position on the issues to the proxy voter. The proxy voter may adjust the proxy vote to the specifics of the issue(s), taking account of the basic position communicated by the absentee voter.
- **Personnel decisions**, including recommendations to hire, promote, and tenure, are made by secret ballot due 48 hours (not including weekends) after the meeting where the question has been discussed and the decision to vote has been made (48-hour method). All TTT faculty members are eligible to vote on these decisions even if they did not attend the meeting where the question was discussed.
- **Changes to the department’s Policies and Procedures** are made by the 48-hour method. Such changes require a 2/3 majority.
- **Curriculum decisions** brought to the faculty meeting are made by a simple majority, secret ballot vote of those TTT faculty present at a regularly scheduled meeting where the curriculum question was on the announced agenda. (Clickers are a form of secret ballot voting.)
- **Questions not on the announced agenda.** Decisions on questions discussed at a regularly scheduled meeting but not on the announced agenda may be put off by the standard procedure until the next regularly scheduled meeting at which they will be subject to the standard procedure. Alternatively, they may be decided by a 2/3 majority show of hands of the TTT faculty at the regularly scheduled meeting where the question was raised while not being on the agenda (secret ballot for curriculum decisions).
- **Secret ballot.** On all matters where a show of hands vote would be used according to these rules, a simple majority by secret ballot of those present will suffice to pass a motion for a secret ballot vote of those present or for use of the 48-hour method.
- **Other exceptions** to the standard procedure and exceptions to the exceptions can be made by a 2/3 secret ballot vote of those TTT faculty present at any meeting.

III. Under the policies of the university, the faculty’s votes are advisory to the department head. Therefore, the department head does not cast a vote when the faculty votes, even to break a tie. Other faculty members who are presiding over a faculty meeting may vote.

IV. Initial implementation of these procedures, with or without amendment, will be by 2/3 majority secret ballot using the 48-hour method. Amendment of these procedures (not a one-time exception, as in II, above) will be by the same procedure as the initial implementation.