

GUIDANCE FOR PROMOTION, TENURE, AND/OR REAPPOINTMENT DELIBERATION MEETINGS AND VOTING

This document provides guidelines for conducting promotion, tenure, and/or reappointment deliberation meetings regardless of format—in person, hybrid, or online.

According to the [Office of Academic Affairs's Policies and Procedures Handbook](#) (Chapter 3, Section 3.13 Voting Procedures), eligible faculty may vote if they participate in person, by phone, or by video. This document provides implementation guidance regarding promotion, tenure, and/or reappointment review and process.

Model Process Recommendation

1. Preparation

Group cases into categories of promotions and reappointments (e.g., assistant to associate, faculty category) and prepare a list of faculty who are eligible to discuss and vote on each set of cases with university email addresses. If there are any conflicts of interest, these should be noted in the list.

Using the prepared list, provide eligible faculty access to each candidate's materials via Interfolio. Ensure that all faculty have access to the materials and reiterate with the eligible faculty that they are responsible for reviewing each candidate's materials before participating in the deliberation each case.

If conducting a virtual or hybrid meeting, set up a virtual meeting using Zoom or Teams in such a way that the invitation links eligible faculty to a waiting room. Per university requirements, the Zoom meeting must be password enabled. Instructions to disable chat functionality: [in Teams](#) or [in Zoom](#).

Create a Qualtrics survey for each case (see below). Although [Zoom](#) and [Teams](#) both provide a polling feature, there is no way to determine who has voted or to maintain a record outside of Zoom or Teams of the vote. Prepare to send each Qualtrics survey to those eligible to vote and who were present for the duration of the discussion for each case.

2. Meeting

If the meeting is held in an online or hybrid format, all P&T processes are still to be followed in the same manner as if the meeting were conducted in person.

OAA strongly encourages committee chairs to have someone present (e.g., the TIU head's assistant) who does not need to hear the discussion or vote on cases to manage the virtual platform and send ballot surveys.

The committee chair should make the usual introductory remarks, reminding all participants of the policies and procedures governing the meeting. If the meeting is held in a hybrid or online format, the committee chair should also review the process for the virtual meeting including

how presentations and discussions will be conducted, how entry and exit of eligible members of the committee will be managed, how voting will occur, that the meeting will NOT be recorded, and that the chat feature will be disabled for all but the host—who will be able to share information through the chat.

Prior to the start of the discussion of each case, the person managing attendance must ensure that anyone who has a conflict of interest and who has been recused from a case has been moved to the waiting room, and that anyone who was moved to the waiting room for a previous case is brought back to the meeting room.

Use a shared screen to facilitate presentations for each case and return to a normal view for the discussion. Maintain all participants on mute with their videos on whenever possible, and recognize discussants who indicate they would like to speak using the “raise hand” feature by unmuting them one-by-one.

If the committee would like to conduct a straw poll to ensure the discussion reflects the vote, an [anonymous poll](#) can be displayed.

When the discussion is complete, send by email the appropriate Qualtrics link to each person who was present for the entirety of the discussion and eligible to vote. Give the eligible faculty time to vote. Before proceeding to the next case, ensure that all eligible faculty have voted and that the survey for that candidate is closed.

Building, Sending, and Managing the Qualtrics Surveys

Surveys must be confidential and accessed only by the eligible faculty. The TIU head should also be able to determine who has voted, but not how they voted. By using Qualtrics, the P&T Committee chair will have a record of the vote. The following guidelines identify the steps to build a Qualtrics survey that will accomplish each of these requirements. For assistance, please work with your [Qualtrics Division Administrator](#).

1. Build a single Qualtrics survey for each case. The name of the candidate and the action to be take should be included (e.g., Jane Doe, Promotion to Associate Professor with Tenure). Include the following options: Approve, Do not approve, Abstain. A text box option can be provided for eligible faculty to provide additional feedback.
2. To ensure that the ballot is confidential, under survey options, select “By Invitation Only” and “Anonymize Responses.”
3. Copy the link to the survey and save in a file with each candidate listed in the order they will be discussed.
4. At the end of the deliberation, an email with the link to the Qualtrics ballot is to be sent to each eligible faculty member.
5. To confirm that everyone has responded, view the Distribution History for the survey. If anyone has not voted, send a follow up email (or private message through Zoom) to remind anyone who has not voted to vote.
6. Once everyone has voted, close the survey for that candidate.