

for April 25, 2017

Departmental voting procedures for Lecturer/Instructor searches

The precedent in the department has been that voting for three recommended interviewees and for three or more recommended alternate interviewees shall proceed in three voting stages, following the departmental Chairperson's determination that a quorum of the eligible voting faculty is present in person or by proxy. We shall adapt this procedure to rank finalists for offers in our Lecturer and Instructor searches, with three alternates designated in the Lecturer search and five designated in the Instructor search.

For the purposes of these votes, the eligible voting faculty are Baker, Bounds, Burduck, Creter, Deiter, Fisk, Henry, Hunt, Kash, Kean, Laird, McQuail, Moynihan, Null, O'Rourke, Pickering, Rideout, Robinson, Saya, Smith, Williams (21 eligible votes).

The departmental Chair serves as an *ex officio* non-voting member of the faculty.

In the first vote, the list of successful candidates interviewed by the Search Committee shall be approved:

- a. A majority vote of the quorum of the voting faculty shall be necessary to approve this pool;
- b. Any member of the quorum of the voting faculty may nominate any additional applicant(s) to this pool. If the nomination is approved by a majority of the quorum of the voting faculty, that applicant shall be added to this pool.

In the second vote, each member of the quorum of the voting faculty shall select a set of two Lecturer or three Instructor applicants from the voting pool to recommend as finalists:

- a. This shall be a preference selection only;
- b. Any applicant receiving by tally at least a majority vote of the quorum of the voting faculty will be recommended as a first-ranked finalist by the department; however,
- c. If several applicants receive by tally a majority vote, the applicants receiving the highest number of votes by tally shall be the recommended finalists, in order of number of votes; however,
- d. In the event of a majority tie vote by tally for two or more applicants, voting shall continue on only those applicants until the tie is broken, and the applicant receiving the highest number of votes in this case shall be recommended as a finalist; and
- e. An applicant who receives less than a majority vote by tally shall not be recommended as a finalist, but shall be included among those remaining applicants to be ranked as recommended alternate.

In the third vote, each member of the quorum of the voting faculty shall rank each of the remaining applicants:

- a. In each round of voting, a member of the quorum of the voting faculty shall vote for only one applicant; the applicant receiving the highest number of votes shall be the first recommended alternate finalist;
- b. This voting procedure shall continue until all eligible remaining applicants are ranked as recommended alternate finalists; however,
- c. In the event of a majority tie vote, voting shall continue on only those applicants until the tie is broken, and
- d. An applicant who receives less than a majority vote shall not be recommended as an alternate.