

The following Operational Guideline was adopted during the April 24, 2003, Faculty Assembly meeting (It was sent to the Chair of the Engineering Council and to the Dean of Engineering for their information). It was then modified on October 2, 2020.

OPERATIONAL GUIDELINE IV. Quorum and Balloting for the Appointment, Promotion and Tenure

Review Committee

The membership, duties and related deadlines for the Appointment, Promotion and Tenure (APT) and Appointment and Promotions for Professional Track (APPTK) faculty review committees are set in the Chemical & Biomolecular Engineering Plan of Organization, as well as the Plans of Organization and related policies of the College of Engineering and of the University and those take precedence over the Operational Guidelines set herein in case of conflict.

One half of the members eligible to participate in the APT or APPTK review committees for a candidate shall constitute a quorum for a meeting of the committee. Members who cannot attend, but who wish to submit an absentee ballot, may provide the APT or APPTK meeting Chair with comments in writing prior to the meeting, which will be communicated to the faculty present at the meeting.

The APT meeting Chair will provide at least two weeks prior notice for the meeting to the committee members and reiterate to them the University requirement that they have to attest to the fact that they have read the dossier of the candidate under review and that they have the option to provide ~~absentee ballots directly to him or her~~ anonymous on-line vote early ~~er~~ if they cannot attend the upcoming meeting. The APT or APPTK meeting Chair will ascertain which faculty members intend to be present and which intend to provide ~~absentee ballots~~ premeeting votes.

Voting at the meeting will be by ~~secret balloting~~ an anonymous on-line vote. The APT or APPTK meeting Chair ~~and another committee member designated at the meeting~~ will be responsible for sending out a link for voting and counting ~~and~~ announcing the votes. Members not ~~present at~~ attending the meeting, who are voting ~~by absentee ballot~~ early, ~~must provide those ballots to the APT meeting Chair~~ will be provided the vote link before the meeting to cast their ballot. ~~Those present will be provided a link after the discussion of the candidate. The voting is closed once all votes are received from those present at the meeting. who will share the vote on those ballots with the member designated to assist with counting.~~

~~All absentee ballots received prior to a meeting, will be placed together with the ballots cast at the meeting prior to counting.~~ The names of the faculty that cast absentee ballots and those at the meeting will be recorded and

~~the the~~ total vote count will be announced at the meeting and communicated to the Department Chair. ~~Absentee ballots sent in time but not received by the APT meeting Chair prior to the meeting, will still be counted following the meeting by the APT meeting Chair and the member designated to assist with counting, and be part of a final vote count, which will be communicated to all faculty eligible to participate at the meeting and to the Department Chair.~~

A positive vote for the APT or the APPTK will be one that has greater than half of the ballots voting for the appointment or promotion.