Purpose:

To establish policy and procedures for voting principles and practices in the Department of Geosciences.

I. Voter eligibility

1a. Tenured and Tenure-track faculty: Each tenured and tenure track faculty shall have an equal voice in all department deliberations and will be entitled to one vote in any decision requiring a vote, with some exceptions defined in Section II.

1b. Non-tenure track faculty: Non-tenure track full-time teaching faculty (e.g. Clinical Faculty, Lecturers) and research faculty (e.g. Research professors) will have no voting rights but will have opportunity to provide input on departmental decisions.

1c. Faculty members on leave: A faculty member on leave is not eligible to vote. Faculty on leave are defined as faculty on sabbatical leave of absences, or faculty who are on a leave of absence with salary of less than 50% FTE. Faculty members on leave may request permission from the Department Chair to vote on issues on a case-by-case basis.

II. Voting Practices

IIa. Voting outcomes: Motions or decisions are passed by a majority vote of all eligible voting members.

IIb. Absentee votes: Eligible voters who cannot attend a meeting wherein a vote will be held can either provide their vote to the Department Chair by electronic communication prior to the meeting, or assign their vote to a proxy voter. The proxy voter must agree to this arrangement, and the absentee voter must inform the Department Chair prior to the vote.

III. Decisions requiring a vote
Decisions requiring a vote of faculty include select personnel actions, curriculum actions, policy making and revision, graduate student admissions, and awarding of appropriated funding to students.

IIa. **Personnel actions:** Actions requiring a vote include hiring of tenure track faculty, Department Chair recommendations, and promotion and tenure recommendations. However, voting rights for promotion and tenure are restricted to tenured faculty as described in the Department of Geosciences Tenure and Promotion policy, and the related COAS and University policies (COAS Tenure and promotion policy and BSU Policy #4340). Decisions on which candidates for tenure track faculty positions will be brought to campus for interviews will be conducted via open voting. Final hiring decisions for tenure-track and non-tenure track faculty hires will be done via Secret ballot.

IIb. **Curriculum Actions:** Curriculum actions that require a faculty vote include:

- Changes to Degree Requirements for any program within the Department of Geosciences sections of BSU Undergraduate and Graduate Catalogs
- Creation of new academic programs (i.e. Majors, emphasis areas within majors, minors, and certificates).

All curriculum actions requiring a vote must first be approved and forwarded to the faculty by either the Undergraduate Program Committee (UPC) or Graduate Program Committee (GPC). Both committees are authorized to approve minor curriculum changes that do no impact program requirements without a faculty vote.

IIc. **Policy making and revision:** Creating or amending policies that impact the operations of the Department of Geosciences must be approved by a faculty vote. Examples of vote-approved policies include the voting policy (this document; geos-01), workload policy (geos-02), and the tenure and promotion policy (geos-03).

IIId. **Graduate student admissions and funding:** All requests from the faculty for accepting graduate students in MS or PhD programs, and requests to use departmental funds to support graduate should be presented to the GPC. The GPC will follow committee procedures to prepare motions to present to the faculty for voting.

IV. **Voting procedures:**

IVA. **Voting venue:** Votes can be carried out in-person at faculty meetings or by online methods including email or web-based polls. In both cases all vote-eligible faculty must be invited to participate.
IVb. **Ballot type:** Department decisions requiring a vote will proceed by either secret ballot or open voting. Any voting member has the right to call for a secret ballot for any vote. Secret ballots will be used on all votes where a secret ballot is either required or requested by the faculty. When a vote is called via secret ballot all faculty with voting privileges will be provided a single electronic or paper ballot. A department representative will provide a tally of the ballots to the faculty in a timely fashion. As appropriate some decisions will be conducted via open voting during faculty meetings or via email. In these situations a show of hands or electronic communications will be used to tally votes by the voting faculty. A department representative will provide a tally of the ballots to the faculty in a timely fashion.

**Appendix A: Voting rules of order**

Voting should follow a modified version of *Robert’s Rules of Order*, although it should be recognized that most faculty members do not have the expertise to formally administer those rules. As such, the following should be considered as guidelines, and no vote should be disqualified or obstructed based on failure to follow specific *Robert’s* details. Rather the guidelines below should be used to bring a vote-ready topic to a formal vote. The overarching goal is to promote civil, inclusive conversation leading to decisions about important department matters.

1. Any vote-eligible faculty may bring a topic to the faculty for potential vote. Approval of the Department Chair is required to conduct the vote in a regularly scheduled faculty meeting. However, special votes may take place in open or online venues as specified in this document.

2. Open discussion in a faculty meeting or online can precede a formal motion. Discussion material should be presented to the faculty at least 3 days prior to the scheduled vote. When a discussion has matured, any faculty member can make a motion to be voted on. Motions should be cast in words that allow the voting faculty to approve, disapprove, or abstain.

3. After a motion has been made to the faculty, a second is required in order to move the motion to the next stage.

4. A motion that has received a second moves to the debate stage. During the debate stage the vote facilitator, typically the Department Chair, moderates the debate to ensure civil discourse. Faculty members should practice good citizenship and civil, professional behavior in all instances.
5. During debate, the originator of the motion can move to amend or withdraw the motion. A motion to amend or withdraw negates the original motion. The new amended motion must receive a new second.

6. Debate will occur until the question is called and seconded. This action should be used after all faculty members have been given sufficient opportunity to express opinions.

7. After the question has been called and seconded, a vote takes place by either open or secret ballot as described in Section IV.

8. All vote outcomes, along with salient discussion points, will be recorded and archived in a location available to all faculty, maintained by the current Department Chair.