

Appendix A

Voting Eligibility and Procedures for Faculty Appointments, Reappointments, and Promotions

(Proposed by Faculty Affairs Committee of the Faculty Council, Spring 2014;
Approved by Peabody Faculty Council, January 26, 2015)

Few, if any, actions shape the future of Peabody College more than decisions about faculty appointments, reappointments, and promotions. The composition of our community of scholars defines our capabilities, strongly influences collective priorities, and ultimately determines our trajectory. Accordingly, it is essential to make these decisions as carefully as possible, basing them upon the judgment of faculty members who are in a position to evaluate the professional accomplishments of colleagues under consideration. Several principles guide the determination of eligibility to vote and procedures for voting:

1. In general, eligibility to vote on *appointment* is vested in faculty members *at or above* the rank to which the person hired is to be appointed. Eligibility to vote on reappointment or promotion is vested in faculty members *above* the present rank of the person to be reappointed or promoted. For example, only associate professors and professors are eligible to vote on the reappointment or tenure decision of an assistant professor; however, assistant professors may vote on the new appointment of an assistant professor.
2. If there is no rank above the rank that is the subject of the vote, then those at the subject rank are eligible to vote. For example, professors of the practice are eligible to vote on the reappointment of a professor of the practice.
3. Because personnel decisions have long-term ramifications, those who vote should have a long-range perspective by virtue of the type of faculty position they occupy. Accordingly, persons with faculty titles limited to one-year or temporary appointments (e.g., Lecturer, Visiting Professor), in the last year of a terminal (non-renewed) contract, or with part-time appointments (less than 50%) do not vote on faculty appointments, reappointments, and promotions. This restriction does not apply to persons with full-status partial-load appointments, as defined in the Vanderbilt Faculty Manual.
4. If a positive reappointment vote would imply satisfactory progress toward the accumulation of a record that is likely to lead to a successful tenure review, then only those who will be eligible to vote on tenure are eligible to vote on the reappointment. Thus, only tenured faculty members are eligible to vote on the reappointment of a non-tenured tenure-track assistant professor.
5. Faculty members must be free to cast their independent votes without fear of retribution.

Position Offers (Appointments)

All multi-year position offers require the approval of a simple majority of the eligible voting faculty of the department(s) in which the prospective faculty member will be appointed. Voting members of the Peabody College faculty are those persons holding at least half-time, multi-year appointments in Peabody College with the titles of Instructor, Assistant Professor, Associate Professor, Professor, and Distinguished Professor; Instructor in the Practice, Assistant Professor of the Practice, Associate Professor of the

Practice, and Professor of the Practice; Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor; Research Assistant Professor, Research Associate Professor, and Research Professor; and Senior Lecturer and Principal Senior Lecturer; but without the prefixes Adjoint, Adjunct, or Visiting. Eligibility for voting is defined in the table below. The eligible voting faculty (EVF) varies depending upon the rank and track of the faculty member under consideration.

Depending upon the rank and tenure status of the offer to be recommended to the dean, one or more votes may be required.

Tenure-track and tenured positions. Approval by a simple majority of the eligible voting faculty (see below) is required to recommend appointment to the dean. Depending upon the rank to be recommended, the following votes are required:

1. An offer at the rank of instructor or assistant professor (tenure-track, without tenure) requires approval by a simple majority of the tenure-stream faculty. An advisory vote can be taken by all faculty on multi-year appointments before the tenure-stream faculty vote.
2. An offer at the rank of associate professor with tenure requires approval by a simple majority of the tenured faculty following an optional and advisory only vote of all faculty on multi-year appointments.
3. An offer at the rank of professor with tenure requires approval by a simple majority of two groups following an optional and advisory vote of all faculty on multi-year appointments:
 - a. The tenured faculty (including associate professors)
 - b. The tenured professors

Multi-year non-tenure-track positions. Approval by a simple majority of the eligible voting faculty is required to recommend appointment to the dean.

Figure 1 summarizes which faculty members, by title, are eligible to participate in the votes required for various position offers. As noted above, single-year appointments (e.g., Lecturer, Visiting Professor for one year only) may be recommended to the dean without a faculty vote.

Figure 1. Voting Eligibility for Position Offers

Position Offered	Title of Potential Voter											
	Tenure Track			Practice/Clinical			Research			Snr		Pr Snr
	Asst	Assoc	Prof	Asst	Assoc	Prof	Asst	Assoc	Prof	Lect	Lect	Lect
NT TT Instructor	X	X	X									
NT TT Assistant	X	X	X									
Tenured Associate		X	X									
Tenured Professor*			X									
Distinguished Professor*			X									
P/C Instructor	X	X	X	X	X	X						
P/C Assistant	X	X	X	X	X	X						
P/C Associate		X	X		X	X						
P/C Professor			X			X						
Research Assistant	X	X	X				X	X	X			
Research Associate		X	X					X	X			
Research Professor			X						X			
Lecturer	X	X	X	X	X	X				X	X	X
Senior Lecturer	X	X	X	X	X	X					X	X
Principal	X	X	X	X	X	X					X	X
Senior Lec. Visiting	X	X	X	X	X	X	X	X	X			
Assistant Visiting		X	X		X	X		X	X			
Associate Visiting			X			X			X			
Professor												

NT = Nontenured

TT = Tenure Track

P/C = Practice/Clinical

*Vote to offer this rank follows vote to offer tenure, with tenured associate professors participating.

Reappointments

Approval by a simple majority of eligible voters is required for reappointment. Figure 2 summarizes voting eligibility for reappointment decisions.

Figure 2. Voting Eligibility for Reappointment Decisions

Reappointment of:	Title of Potential Voter											
	Tenure Track			Practice/Clinical			Research			Snr Pr Snr		
	Asst	Assoc	Prof	Asst	Assoc	Prof	Asst	Assoc	Prof	Lect	Lect	Lect
NT TT Assistant		X	X									
P/C Instructor		X	X	X	X	X						
P/C Assistant		X	X		X	X						
P/C Associate		X	X			X						
P/C Professor		X	X			X						
Research Assistant		X	X					X	X			
Research Associate			X						X			
Research Professor			X						X			
Lecturer	X	X	X	X	X	X					X	X
Senior Lecturer	X	X	X	X	X	X						X
Pr. Senior Lecturer	X	X	X	X	X	X						X

NT = Nontenured
 TT = Tenure Track
 P/C = Practice/Clinical

Promotions

Approval by a simple majority of eligible voters is required for candidacy for promotion to go forward to the dean. Figure 3 indicates which titles are eligible to vote on various promotions. Promotions from instructor have been excluded because they usually are automatic upon completion of the doctorate by those few individuals appointed to tenure-track, clinical, or practice faculty positions prior to completion of their doctoral programs.

Figure 3. Voting Eligibility for Promotion Decisions

Promotion Subject to Vote	Title of Potential Voter											
	Tenure Track			Practice/Clinical			Research			Snr Pr Snr		
	Asst	Assoc	Prof	Asst	Assoc	Prof	Asst	Assoc	Prof	Lect	Lect	Lect
TT Assistant to Associate		X	X									
Tenured Associate to Professor			X									
Tenured Professor to Distinguished			X									
P/C Assistant to Associate		X	X		X	X						
P/C Associate to Professor		X	X			X						
Research Assistant to Associate		X	X				X	X	X			
Research Associate to Professor			X						X			
Lecturer to Senior Lec.	X	X	X	X	X	X					X	X
Senior Lec to Principal SL	X	X	X	X	X	X						X

NT = Nontenured
 TT = Tenure Track
 P/C = Practice/Clinical
 SL = Senior Lecturer

Voting Procedures

Votes on appointment, reappointment, or promotion have great impact on the future of the department, college, and university as well as faculty members' careers. Decisions regarding faculty appointments, reappointments, and promotions should be informed by the independent judgment of eligible voters expressed without fear of retribution. Faculty members should feel free to vote on a particular case as dictated by their best judgment rather than concerns about how others may react. Accordingly, votes on these high-stakes decisions must be conducted with double blind balloting to ensure preservation of anonymity.

An example of an acceptable double-blind balloting procedure is the following:

1. Ballots are printed and inserted in small, blank envelopes.
2. Each small envelope containing the ballot is inserted in a larger envelope on which the faculty member's name and a signature line appear.
3. The envelopes are distributed at the end of the meeting in which the case is discussed or are placed in faculty boxes.
4. Each faculty member marks his or her ballot in privacy, seals it in the smaller envelope, seals the smaller envelope in the outer envelope, signs the outer envelope, and returns the set to the departmental office. A submission deadline at the close of business at least one day following the meeting allows time for reflection on the discussion.
5. A staff person logs in the set, opens the outer envelope, and places the sealed inner envelope in a box.
6. A second staff person opens the inner envelopes and tallies the ballots. Abstentions are counted as a "no" vote.

Each department is asked to develop and consistently apply its own rules regarding the permissibility of absentee voting. Some departments may conclude that it is essential for each voter to be present for the discussion of a particular case in order to be eligible to vote. Others may choose to allow voting on the basis of a careful reading of the case documentation without hearing the discussion at the meeting. Whatever the procedure, it must be documented.