PARTicipating/Supporting Faculty; Voting at College Faculty Meetings

PURPOSE

This policy statement explains the procedure for participating in faculty meetings. The goals are to:
1. Establish criteria for the classification of faculty as participating and supporting
2. Standardize the voting process throughout the McCoy College
3. Promote a collegial environment.

UNIVERSITY POLICIES

UPPS Documents:
04.04.21 Tenure/Promotion Review

Other Documents:

For information concerning faculty voting on Senate-related business, see the Constitution of the Faculty, Section I.

PARTICIPATING STATUS

A participating faculty member, whether full-time or part-time, actively engages in the activities of the College in matters beyond direct teaching responsibilities. Such matters might include policy decisions, significant curriculum matters, educational directions, advising, research, and service commitments. The individual may participate in a variety of non-class activities such as directing extracurricular activity, providing academic and career advising, and representing the College on university committees.

SUPPORTING STATUS

A supporting faculty member does not, as a rule, participate in the intellectual or operational life of the school beyond the direct performance of teaching responsibilities. Usually, a supporting faculty member does not have deliberative or involvement rights on faculty issues, have membership on faculty committees, nor is the individual assigned responsibilities beyond direct teaching functions (i.e., classroom and office hours). A supporting faculty member’s appointment is normally exclusive teaching responsibilities and is normally an ad hoc appointment, for one term or one academic year at a time without the expectation of continuation.
The activities required to attain participating status, as well as the quantity and frequency of such activities, shall be determined by the Department Chair during the annual faculty evaluation process (See CBAPPS 5.01).

**FACULTY VOTING**

Except for matters initiated by the Faculty Senate, only participating faculty members may vote on issues of concern to a Department or to the entire College. Only faculty recognized by the Graduate College as Graduate Faculty may participate in votes on graduate program issues (See CBAPPS 4.03).

**FACULTY MEETINGS**

Faculty meetings are a mechanism through which the Faculty as a whole can participate in the promotion of the interests of the College. The College attempts to assure that the faculty perspective is considered prior to decision-making on all important governance issues.

On issues of concern to the entire College, the dean or the dean's designee will call a meeting and preside in a non-voting capacity. After appropriate discussion and careful consideration, the participating faculty will vote to adopt or not to adopt recommendations put forth by various College standing committees. A tie vote is a vote not to adopt. Any faculty member may request that the voting be by secret ballot. Absentee ballots are not allowed. Regardless of the method of voting, the dean will advise those present that voting is limited to the participating faculty. To avoid confusion and miscounting of ballots, the dean and a member of the participating faculty will conduct independent counts of the ballots before the results are announced. Any discrepancy between the two counts should be resolved before the results are announced. Following the official recording of the votes, the dean will destroy all ballots and tally sheets.

**CERTIFICATION STATEMENT**

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business Administration policy and procedure from the date of the document until superseded.

Review Cycle: Sept. 1, E5Y

Review Date: Sept. 1, 2018

CBAC Review: ___________________________ Date: ____________

Governance Review: ______________________ Date: ____________