

ELPS DEPARTMENT and PROGRAM VOTING POLICY

For the purpose of supporting democratic leadership and participation practices, the Department of Educational Leadership & Policy Studies aligns with the University Faculty Handbook definitions of faculty membership and rank. In circumstances not explicitly addressed in the Handbook, the ELPS department defers to the most recently approved College of Education Constitution regarding requirements for eligibility to vote on specific issues related to Departmental decisions.

University policy reads, “NTT faculty will not vote on issues to hiring, tenure and promotion of tenure track faculty or on other tenure-track issues.” The ELPS department interprets this policy to mean that NTT faculty have the right to vote on all matters with the exceptions of the hiring, tenure, promotion, and post-tenure review of tenured or tenure track faculty. Explicitly, NTT voting rights extend to the recommendations for administrative appointments (e.g., department chair).

Departmental Procedures for Voting

Quorum. Forty (40) percent of the Faculty who are eligible to vote at a department or program meeting shall constitute a quorum of the faculty for regular or emergency meetings and voting. The Chair will be responsible for certifying a quorum for in-person Department Votes. A quorum must be met for the voting results to be considered valid.

Voting Options and Outcomes. Votes may be taken at the Department meetings for department specific decisions, if a quorum is present, or through the implementation of the CoE electronic voting policy. A motion is considered as passed if a simple majority of all votes cast – including yes and no - is affirmative (i.e., ‘yes’). Following Roberts Rules of Order, an abstention will be recorded, but a vote of abstain “is not a vote and is not counted as a vote.”

Procedures. In accordance with the CoE Constitution, each eligible faculty member will have one vote and no proxy will be recognized. Matters up for vote should be discussed or disseminated to the faculty at least 5 working days prior to the vote. In circumstances where a faculty member is unable to be present, an option to vote absentee up to the day before the meeting is available. A print record of that member’s vote must be provided to the department program manager.

The department chair may call a special meeting of the department faculty on his or her own accord, at the request of the Dean, or upon petition of 10 percent of the voting eligible faculty. Written notice of a special meeting shall be distributed at least 3 business days before the meeting with an agenda distributed at that time. Discussion and action taken at the special meeting shall be limited to the agenda accompanying the notice for the meeting. Voting options described above remain in effect.

1. Revision Log

Revision Title	Inserted Revision	Date and Recorded Vote of Faculty Approval