# Collegial Review Council 2014-2015, Resolution 2:

# Adding a Statement disallowing Proxy Voting on Collegial Review Committee decisions in Sections 4.04 and 4.07 of the Faculty Handbook

WHEREAS Collegial Review decisions are among the most important decisions faculty make; and

WHEREAS Collegial Review Committees are deliberative bodies whose voting is to be informed by discussion and deliberation; and

WHEREAS Robert’s Rules of Order discourages use of proxy voting as “It is unknown to a strictly deliberative assembly, and is in conflict with the idea of the equality of members, which is a fundamental principle of deliberative assemblies”; and

WHEREAS roles, responsibilities, and procedures for Collegial Review Committees are to be clearly and consistently presented in the Faculty Handbook; and

BE IT RESOLVED that the following statements be included with Collegial Review Committee Procedures in Sections 4.04 and 4.07 of the Faculty Handbook:

*Proxy voting or in absentia voting are not permitted for collegial review committees. If a committee member is not present and able to participate in the discussion she/he may not vote.*

The new Section 4.04 E. Roles, Responsibilities, and Procedures would be amended as follows (the new language is in **bold, underlined type**):

## 4.04 Western Carolina University Collegial Review

### E. Roles, Responsibilities, and Procedures

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3. Department collegial review committees

1. Evaluate applications and dossiers against the departmental criteria.
2. Vote on candidate reappointment, tenure, promotion, and post-tenure review.
3. Provide each candidate with annual written reappointment statements describing, to the extent possible, the committee’s impression of the candidate’s progress toward tenure, promotion and reappointment.
4. Provide each candidate with a written description of his/her reappointment, tenure, promotion, and post-tenure review actions taken by the committee.
5. Work with department heads to develop procedures for making recommendations to the college collegial review committee.
6. In review actions requiring a vote, a majority vote of the committee is required for a positive recommendation.
7. **Proxy voting or in absentia voting are not permitted for collegial review committees.  If a committee member is not present and able to participate in the discussion she/he may not vote.**

4. College collegial review committees

1. Receive the candidate’s reappointment dossiers in 2nd and 4th years (if required by college by-laws), TPR dossier in 6th year, and dossiers in the event of a required administrative review.
2. Receive the recommendations from the department collegial review committee and department head. These documents may be combined or separate.
3. Evaluate dossiers against the departmental criteria.
4. Assure that departments appropriately followed the procedures specified in collegial review documents.
5. Develop written procedures to guide the review process for candidate dossier for reappointment, tenure, and / or promotion review actions (see 4.06 B.2).
6. Provide each candidate with a written description of his/her reappointment, tenure, and promotion, review actions taken by the committee.
7. In review actions requiring a vote (if required by college by-laws), a majority vote of the committee is required for a positive recommendation.
8. **Proxy voting or in absentia voting are not permitted for collegial review committees.  If a committee member is not present and able to participate in the discussion she/he may not vote.**
9. Work with deans to develop by-law for colleges for reappointment review actions (see 4.06 B.2.).

5. The University Collegial Review Committee

1. Receives the recommendations from the college collegial review committee and dean. These documents may be combined or separate.
2. Evaluates dossiers against the departmental criteria
3. Assures that departments and colleges appropriately followed the procedures specified in collegial review documents.
4. Provide each candidate with a written description of his/her reappointment, tenure, promotion, and post-tenure review actions taken by the committee.
5. A majority vote of the committee is required for a positive recommendation.
6. **Proxy voting or in absentia voting are not permitted for collegial review committees.  If a committee member is not present and able to participate in the discussion she/he may not vote.**
7. Assure that the departmental collegial review criteria and procedures comply with the university standards, principles, and roles established by the Collegial Review Council of the Faculty Senate.
8. Work with the Provost to establish a cycle for evaluating collegial review criteria and procedures.

The new Section 4.07 D. Procedures Guiding Review Committees would be amended as follows (the new language is in **bold, underlined type**):

## 4.07 Academic Tenure and Promotion

### D. Procedures Guiding Review Committees

1. Departmental collegial review committee

a. Each department shall have a tenure and promotion advisory committee that shall be chaired by the department head (non-voting) and composed of up to six tenured faculty members elected by the department's full-time faculty. In departments with six or fewer tenured faculty members, the committee shall be composed of the department head and tenured faculty, provided the resultant committee shall consist of at least three tenured faculty members, exclusive of the head.

b. In departments with fewer than three tenured faculty, the Department Head in consultation with the department and dean, selects tenured faculty from similar departments to constitute a committee of at least three tenured faculty. If the department head is up for review then the departmental collegial review committee consults with the dean to finalize the committee.

c. Committee members may not be present when their own dossiers are being considered.

d. When the department head is the person being considered by the committee, the department head shall be excused, and the committee shall elect a pro tem chair (voting) from its membership. The pro tem chair shall submit the committee's recommendations directly to the appropriate dean.

**e. Proxy voting or in absentia voting are not permitted for collegial review committees.  If a committee member is not present and able to participate in the discussion she/he may not vote**

2. College collegial review committees\*

a. Each college shall have a collegial review committee chaired by the dean (non-voting) and composed of not less than six nor more than 12 tenured faculty members to serve staggered three year terms. Each college shall determine the total number of faculty members to be included on the committee.

b. Half of the committee is elected by the college faculty and half is appointed by the dean.

c. In colleges with six or more departments, no more than one faculty member may be elected from a single department and no more than one member may be appointed from a single department. In colleges with fewer than six departments each department must be represented by at least one elected member.

d. In departments with no tenured faculty members or an insufficient number of tenured faculty members, the department head, in consultation with the dean, will nominate tenured faculty from other departments within the College or University, to be elected or appointed (see D.2.b. above) to serve as a representative(s) for that department.

e. When making appointments to this committee, the dean shall try to balance seniority, professorial rank, departmental representation, and continuity of membership. Deans may reappoint faculty members to consecutive terms in order to secure a degree of continuity in the committee membership.

f. Deans of other colleges and senior administrative officers are not eligible for appointment to a college committee.

**g. Proxy voting or in absentia voting are not permitted for collegial review committees.  If a committee member is not present and able to participate in the discussion she/he may not vote**

3. University Collegial Review Committee

a. The University Collegial Review Committee shall consist of the Provost as nonvoting chair; the Dean of the Graduate School, one tenured faculty member elected from each college by the faculty of the college, one tenured faculty member elected by the faculty of the university library, and tenured faculty members appointed by the Provost equal to the number of elected faculty members on the committee.

b. The elected members of the committee shall serve three-year terms, staggered so that one-third of the elected members are elected each year. Appointed members shall serve one year terms without limitation on the number of consecutive terms. Elected members may not serve consecutive elected terms.

c. When making appointments to this committee, the Provost shall try to balance seniority, professorial rank, college representation, and continuity of membership. The Provost may reappoint faculty members to consecutive terms in order to secure a degree of continuity in the committee membership.

**d. Proxy voting or in absentia voting are not permitted for collegial review committees.  If a committee member is not present and able to participate in the discussion she/he may not vote.**