DEPARTMENTAL VOTING PROCEDURES FOR FULL-TIME ENGLISH FACULTY

Version 2.0

Department of English

Middle Tennessee State University

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RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
2/8/18	1.0	Original submitted.	
9/24/18	1.1	Revised Section 2.1 requirements for passing a measure.	Approved by vote of Tenure and Tenure-Track Faculty: Yay 32 Nay 1
11 / 7 /18	2.0	Language of document revised to accommodate accommodate adoption of *NTT Voting Rights Policy*.	Revisions accepted by Faculty Governance Council 11/7/18.

1.0   VOTING AUTHORITY

1.1   Scope of Authority

Policies subject to approval by the English Department faculty include but are not limited to the following:

- restructuring of the graduate and undergraduate programs
- changes to the curriculum, including new course offerings subject to approval by Academic Affairs
- long-range planning decisions
- changes to tenure and promotion criteria and policies (tenured and tenure-track fauclty only)

Specific limitations upon faculty voting eligibility for certain issues are detailed in Section 1.2 below.

1.2   Member Eligibility

1.2.1   All Full-Time Faculty Items

In accordance with the English Department's *Non-Tenure-Track Voting Rights Policy* (Version 1.0), the full-time faculty of the English Department, including all tenured, tenure-track and non-tenure-track (NTT) members, shall have the determining vote on issues relating to English Department governance, curriculum, procedures, and policy.

1.2.2   Tenure and Tenure-Track Only Items

In accordance with *MTSU Policy 202, Tenure*, Section VI.B.2, only tenured and tenure-track members shall vote on tenure and promotion matters.

Also, only tenured and tenure-track faculty shall vote on hiring matters.

2.0 VOTING PROCEDURES & REQUIREMENTS

The following procedures will be observed.

2.1 Required Majority
A vote of YES from two-thirds of the eligible faculty members who register a YES or NO vote is required for a resolution to pass. Abstentions and non-participating eligible voters are not included in the tally.

2.2 Scheduling and Participation
Voting will normally occur during a scheduled meeting of the eligible faculty provided a quorum is present. Faculty absent from the meeting, including faculty on leave from the university, will have 48 hours to send their votes to the department's executive aide.

2.2.1 Use of Secret Ballot
A secret ballot will be implemented during a meeting of the eligible faculty if requested by two or more faculty members, in which case the ballots will be tallied by the department's executive aide.

2.3 Adding Agenda Items
Any eligible faculty member may contact the department chair to request that an item be added to the agenda of a meeting of the eligible faculty.

2.3.1 Adding Refused Item
If the chair refuses the initial request, an item shall be added to the agenda if five eligible faculty members support the request. Such requests should be submitted to the chair five working days before the scheduled meeting.

2.4 Other Situations
Robert's Rules of Order shall be followed in situations not described in this document.