**Faculty Voting Policy**

The Voting Policy, as indicated in the *Faculty Handbook*, is: “Tenured and, consistent with department practices, term ladder faculty with primary or fully joint appointments in a department or program may vote on appointments and promotions to ranks below or equivalent to their own, except that faculty with term appointments may not vote on reappointments to ranks equivalent to their own. Also consistent with department practices, faculty with secondary appointments may vote in the same manner, except that regardless of rank, they may not vote on promotions or appointments to tenure positions in the department of their secondary *appointment.* Faculty with fully joint appointments may vote in both departments, including voting on a joint appointment proposed in both departments. All voting on multi-year appointments and promotions must be done with secret ballots…. Consistent with department practices, faculty members in the adjunct, lector, and lecturer ranks may, within their own ranks, vote on appointments and promotions to ranks of the type they hold below or equivalent to their own, but they may not vote on reappointments to ranks equivalent to their own. A member of the faculty who has a personal or professional conflict of interest concerning an individual on whom a vote is to be taken must absent him or herself from all discussions and all votes taken on that individual. In interdisciplinary programs, such as American Studies, and interdisciplinary departments, such as African American Studies, faculty members with primary appointments in another Faculty of Arts and Sciences department and secondary appointments in the interdisciplinary program or department may be given the same voting privileges in the interdisciplinary program or department as those with primary or fully joint appointments.”

**Confidentiality Policy for Department Members**

Yale’s tenure and promotion deliberations are confidential. This confidentiality enables faculty members to have open and honest exchanges that help ensure deliberations of the highest quality, which is in the best interest of the faculty member under consideration, the department, and the University. Preserving confidentiality not only allows the university to carry out its work, but also it is the law. Connecticut law protects employee records, including those that relate to promotion and hiring.

Faculty participating in tenure and promotion cases also must maintain the confidentiality of the content of department deliberations. Communication about the content of formal deliberations, the “gist” of discussions (even without attributions of specific comments to particular sources), the identity of letter writers, the content of referees’ letters, or information about the vote (other than whether it was affirmative or negative) represents a breach in confidentiality. There is no time limit for this confidentiality.

Chairs serve as the only spokespeople for their departments. They or their official designees are the sole means to convey to candidates decisions made by the department or the promotions committee and the reasons for those decisions. Department members should direct any questions about the deliberations or materials for a case to the Department Chair.

12/18/14

Use this form to record the results of a departmental faculty vote for a candidate being considered for an initial appointment, a reappointment, or a promotion. Only those present may vote. This vote must take place by secret ballot. No polled or absentee ballots may be counted.

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| Department: |  | | | | | | | | | | | | | |
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| Candidate: |  | | | | | | | | | | | | | |
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| Vote type: | | |  | | | |  | | | Target Rank: | | | | | | | |
| Initial appointment | | |  | | |  | | |  | | | | | | | |
| Re-appointment | | |  | | |  | | |  | | | | | | | |
| Promotion | | |  | | |  | | |  | | | | | | | |
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| Date of faculty meeting: | | | |  | | | | | | | | | |
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| Voting results: | | Yes: | | |  | | | No: | | |  | Abstain: |  | | |
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| Faculty present: | | | | | | | | | | | | | | | | | | | |

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**Chair Signature Date**