U of SC Arts and Sciences

VIRTUAL VOTING PROCEDURES FOR CHAIR/DIRECTOR SEARCHES

(Developed using Electronic Review Instructions for Unit T&P Committee Chairs,
Office of the Provost, 2012)

Anonymous Unit Voting Procedures for Chair/Director Searches

This procedure is designed to preserve the anonymity and security of the Chair and Director unit votes. By following this procedure, only authorized parties will be able to access the unit ballots and those voting will not be identifiable.

1. Chair/director search committee chair obtains the Chair/Director Search Unit Ballot Template from the CAS Document Library.
2. The search committee chair edits the ballot template to add the unit and the name(s) of the candidate(s).
3. The search committee chair password protects the document in Microsoft Word. (Instructions on how to password protect a document in various versions of Word are available online.)
4. The search committee chair distributes the ballot to all eligible voters along with the password. (Note: All eligible voters receive the same password.)
5. Voters will use the password provided by the search committee chair to open the ballot. After completing the ballot, the voter should save the ballot with the same document name and close it. The ballot remains password protected. Thus, all voters will submit a ballot with the same document name and with the same password.
6. The voter should send the file to the unit administrative assistant or other individual identified by the search committee chair to receive ballots.
7. The administrative assistant renames the received files so that each has a different number (e.g., *ballot1*, *ballot2*, etc.) and saves them to a single folder designated for this purpose. Because the files are encrypted, the administrative assistant cannot open the files.
8. The administrative assistant sends the folder to the search chair. There is no information identifying the faculty members in this folder unless the ballots are signed. The search committee chair and another member of the search committee tally the votes for the candidate(s) in accordance with policy.

See also CAS Policy: Appointment and Review of Department Chairs and Directors (2021).