

Faculty Voting Policy

The policy for Voting in Departments and Programs in FAS, as indicated in the *Faculty Handbook* (Section IV.F.1), is as follows:

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| All voting on multi-year appointments and promotions must be done with secret ballots. For an appointment to be carried to the appropriate appointment and promotions committee, the candidate must receive affirmative votes from a majority of those present and eligible to vote. Note that voting criteria for associate professor on term (untenured) differs depending on whether the appointment is governed by FASTAP 2007 or FASTAP 2016. | |
| FACULTY: LADDER RANKS | |
| Full Professor | |
| PRIMARY or FULLY JOINT APPOINTMENTS | May vote on all appointments, reappointments, and promotions. Faculty with fully joint appointments may vote in both programs, including voting on a joint appointment proposed in both programs. |
| SECONDARY APPOINTMENTS | Consistent with department practices, may vote on all appointments, reappointments, and promotions <i>except</i> for appointments or promotions to tenure positions.** |
| Associate Professors without Term (Tenured) | |
| PRIMARY or FULLY JOINT APPOINTMENTS | May vote on appointments and promotions to ladder ranks below or equivalent to their own; may vote on appointments and reappointments of assistant professors; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may <i>not</i> vote on appointments or reappointments in the special ranks. |
| Associate Professors without Term (Tenured) | |
| SECONDARY APPOINTMENTS | May <i>not</i> vote on promotions and appointments to tenure positions**; consistent with department practices, however, may vote on appointments and reappointments of assistant professors and on promotions to associate professor on term; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may <i>not</i> vote on appointment or reappointments in the special ranks. |
| Associate Professors on Term (Untenured) as governed by FASTAP 2007 | |
| PRIMARY or FULLY JOINT APPOINTMENTS | May vote on appointments and promotions to ranks below or equivalent to their own; may vote on all reappointments in the ladder and non-ladder instructional ranks; may <i>not</i> vote on appointments or reappointments in the special ranks. |

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| SECONDARY APPOINTMENTS | Consistent with department practices, may vote on reappointments of assistant professors and on promotions to associate professor on term; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may <i>not</i> vote on appointments or reappointments in the special ranks. |
| Associate Professors on Term (Untenured) as governed by FASTAP 2016 | |
| PRIMARY or FULLY JOINT APPOINTMENTS | May vote on appointments and reappointments of assistant professors; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may <i>not</i> vote on appointments or reappointments in the special ranks. |
| SECONDARY APPOINTMENTS | Consistent with department practices, may vote on appointments and reappointments of assistant professors; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may <i>not</i> vote on appointments or reappointments in the special ranks. |
| Assistant Professors | |
| PRIMARY or FULLY JOINT APPOINTMENTS | May vote on appointments of assistant professors; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may not vote on appointments or reappointments in the special ranks. |
| SECONDARY APPOINTMENTS | Consistent with department practices, may vote on appointments of Assistant Professors; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks; may <i>not</i> vote on appointments or reappointments in the special ranks. |
| FACULTY: NON-LADDER INSTRUCTIONAL RANKS | |
| PROFESSOR (ADJUNCT) | 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 <i>not</i> vote on reappointments to ranks equivalent to their own. |
| ASSOCIATE PROFESSOR (ADJUNCT) | |
| ASSISTANT PROFESSOR (ADJUNCT) | |
| SENIOR LECTURER II | |
| SENIOR LECTURER | |
| LECTURER | |
| SENIOR LECTOR II | |
| SENIOR LECTOR I | |
| LECTOR | |

| FACULTY: SPECIAL RANKS | |
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| PROFESSOR IN THE PRACTICE | May vote on appointments and promotions to the rank they hold, but may not vote on reappointments to the rank they hold; may vote on all appointments, reappointments, and promotions in the non-ladder instructional ranks. |
| PROFESSOR IN THE FIELD | |
| | |
| ALL RANKS | |
| * A member of the faculty who has a conflict of interest concerning a person on whom a vote is to be taken may not be present for any discussions and may not participate in any votes taken on that person. | |
| ** Within the FAS, faculty members holding secondary appointments in the following departments and programs may have the same voting privileges (including the privilege to vote on tenure appointments) as those with primary or fully joint appointments: African American Studies; American Studies; Comparative Literature; East Asian Languages and Literatures; Ethnicity, Race, and Migration; Film and Media Studies; Women’s, Gender, and Sexuality Studies. For the following departments and programs an Executive Committee serves as the full voting body on all matters of curriculum and appointment: Cognitive Science; Humanities; Jewish Studies; Spanish and Portuguese; and Theater, Dance, and Performance Studies. Faculty with primary or fully joint appointments in these departments or programs constitute the permanent members of the committee. The additional members of the Executive Committee may be drawn from faculty in the FAS or, with the permission of the FAS Dean, a professional school. Typically they serve 3-year, renewable terms. | |

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.

DEPARTMENT FACULTY VOTE

Faculty of Arts and Sciences

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, and all those who participate in the meeting until the completion of the deliberations are expected to vote. Voting options are Yes, No, or Abstain. No polled or absentee ballots may be counted. This vote must take place by secret ballot. As stated in the *Faculty Handbook*, “the candidate must receive affirmative votes from a majority of those present and eligible to vote” for the case to move forward in the appointment or promotion process.

Candidate Name

Faculty Meeting Date

Department/Program

Appointment Type

Ladder, FASTAP 2007

Ladder, FASTAP 2016

Non-Ladder Review

Non-ladder Rank

Secondary Appointment

Voting Results:

Yes

No

Abstain

Faculty Present:

Chair Signature

Date

*Associate Professor on Term under FASTAP 2016: In rare instances, candidates may initially be appointed at the rank of associate professor on term... Faculty members appointed to this rank under FASTAP 2016 are, for the purposes of promotion and tenure, governed by the policies associated with the rank of assistant professor as governed by FASTAP 2016 [Faculty Handbook Section IV H 2 a](#)