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Inter-Office Correspondence

DATE: October 15, 2001

TO: Paul Schollaert, Provost
And Vice President for Academic Affairs

FROM: Ellene Tratras Contis *etc*
Dean Interim

CC: David Woike, Interim Head
Department of Music

David Tammany, Assistant Vice President
for Academic Affairs

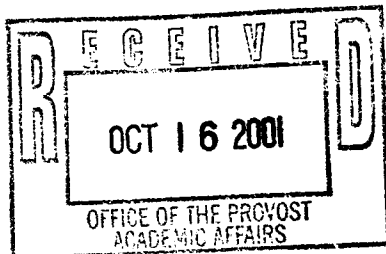
RE: Department Input Document

RECEIVED
15 2001
ACADEMIC HUMAN RESOURCES

I have reviewed the attached department input document and am also pleased to concur with Assistant David Tammany's assessment of it. It is well written, clear and organized.

I am forwarding a signed copy of the Department of Music's input document for your review and approval.

021289



Approved 11-17-01
PT Schollaert

Department Input Document

Department of Music

College of Arts and Sciences
Eastern Michigan University

Approved by the faculty
of the Department of Music,
October 8, 2001

Approved:

Ellene Tratras Contis, Ph.D.
Interim Dean, College of Arts and Sciences

Paul Schollaert, Ph.D.
Provost and Vice President for Academic Affairs

Contents

Introduction	
Definitions	2
Purpose and Scope	2
Amendments	3
Department Meetings	
Purpose	3
Meeting Times	3
Quorum	4
Voting Rights	4
Presider	4
Agendas, Minutes and Records	4
Input Committees	
Purpose	5
Membership and Term of Service	6
Election Procedures	6
Recall	8
Operating Guidelines	8
Chair	8
Meetings	8
Minutes	9
Personnel Committee	9
Instruction Committee	9
Finance Committee	10
Elections and Awards	10
Ad Hoc Committees	11
Annual Planning Process	
Purpose	11
Procedure	12
Course and Program Approval	
New or Revised Courses and Programs	12
Workshops and Special Topics Courses	13
Hiring New Faculty	
Intention	14
Declaration of Vacancy	14
Evaluation of Candidates	14
Interviews	15
Recommendation to Hire	15
Hiring Lecturers	16
Selecting a Department Head	
Intention	16
Interim Head	16
Search Committee	17
Position Posting	17
Evaluation of Candidates	17
Interviews	18
Selection of Finalists	18

Introduction

Definitions

Agreement: Agreement Between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors

DED: Department of Music Evaluation Document

DID: Department of Music Input Document

Faculty: Refers only to Department of Music tenured and tenure-track faculty.

Faculty approval: Faculty approval on any item requires a majority vote of faculty present, unless otherwise specified.

Input: Faculty recommendations to the University consistent with the Agreement. Faculty recommendations are advisory.

Input Committees: Elections and Awards, Finance, Instruction, and Personnel

Purpose and Scope

This document describes the structure and procedures utilized by faculty in the Department of Music for providing input in the areas of personnel, instruction, and finance.

Nothing in this document prevents the department head from consulting with individual faculty members or groups of faculty members if he or she deems it appropriate to do so in carrying out the duties of the position. Moreover, nothing in this document prevents faculty members from consulting with each other individually or in groups if they deem it appropriate to do so in carrying out their duties. However, it is understood that such informal consultation does not constitute faculty input as defined by the Agreement.

This document shall not serve to alter, modify, or otherwise supersede any provision of the Agreement Between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors; nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the Agreement. This document was created in accordance with the provisions of Article XIII of the Agreement between EMU and EMU-AAUP.

Amendments

Any faculty member may propose an amendment to the Department of Music Input Document (DID).

1. A proposed amendment, in writing and signed by five faculty members, shall be referred by the department head to an appropriate committee or placed on the agenda of the next regularly scheduled full faculty meeting.
2. Notwithstanding the necessity of subsequent approval, amendments to the DID require a two-thirds vote of the faculty.
3. Absentee ballots (obtained from and returned to the chair of the Elections and Awards committee by the time of the faculty meeting at which the vote is taken) may be cast.

Department Meetings

Purpose

All action that requires input from the faculty as a whole is taken at department meetings. All departmental voting, unless otherwise provided, takes place during the department meetings. *Robert's Rules of Order* (most current edition) will be followed.

Meeting Times

1. Department meetings are held at least once a month during the fall and winter semesters. Special meetings may be called by the department head, by majority vote of one of the input committees, or by petition from one-fourth of the faculty.
2. A schedule of regular department meetings for the Fall and Winter semesters will be developed by the department head and distributed to the faculty by the first day of each semester. The department head will assure that such meetings will not conflict with the classes scheduled for the faculty.
3. Faculty shall not schedule office hours, studio classes, private lessons, rehearsals, or any other activities for the times set aside for regular meetings.
4. Changes from scheduled times, days, and duration of regular meetings must be approved by a majority of the faculty, at least one week prior to the effective date of the change.

Quorum

For department meetings, the quorum is a majority of the faculty. In determining the quorum number, faculty on leave or on full-time special assignment outside the department or off-campus are not counted.

Voting Rights

1. Full voting rights are held by all faculty.
2. Lecturers and graduate assistants are invited, though not required, to attend department meetings. They do not, however, hold voting rights and they may be asked to leave meetings when personnel matters are discussed.
3. Voting rights of limited duration or purpose may be extended to specific Department of Music lecturers and/or other specific Department of Music employees. Such extensions require a two-thirds vote of the faculty present.
4. Absentee voting is permitted where stated in this document, but such votes are not included in determining the quorum.

Presider

The department head presides over department meetings, unless wishing to speak to an issue on the floor, when the chair can be yielded to a chairperson *pro tem*, as per Robert's Rules.

Agendas, Minutes and Records

1. The department head shall be responsible for the preparation of the agenda.
2. Agendas shall be distributed to all faculty members by the department head two working days in advance of all department meetings.
3. Ordinarily, the order of the agenda is as follows:
 - i. Call to Order
 - ii. Approval of Minutes
 - iii. Input Committee Reports
 - iv. Other Committee Reports (if necessary)
 - v. Department Head Report
 - vi. Old Business
 - vii. New Business
 - viii. Announcements
 - ix. Adjournment

4. The faculty may change the order of the agenda by a simple majority vote.
5. Items shall be placed on the agenda at the request of an Input Committee or department head. In addition, any faculty member may submit a written request to place an item on the agenda. Such a request must be signed by five (5) faculty members and provided to the department head at least five (5) days prior to the meeting.
6. A departmental secretary or another staff member shall be appointed by the department head to record minutes of department meetings.
7. Minutes will include date and place of the meetings; recorder, department members who are present, and visitors in attendance; nature of and action upon seconded motions, indications of discussion of items introduced for action at a subsequent meeting; brief identifications of printed materials distributed, and corrections to minutes of earlier meetings. Minutes shall be published within five working days after each department meeting.
8. The minutes and records of all meetings are disseminated to the faculty and are filed in the department office.
9. Rules may be changed or suspended by a two-thirds majority vote of the faculty present. Any rule adopted by the faculty in conflict with Robert's Rules shall supersede Robert's Rules.
10. The department head may appoint a parliamentarian; or, the faculty may, by majority vote, request that a parliamentarian be appointed.

Input Committees

Purpose

Input committees are responsible for providing meaningful input to the University consistent with the procedures outlined in the DID, DED, university governing policies, and the Agreement. To be considered input, recommendations must be approved first by the committee and then by a majority of the faculty before being forwarded to the department head.

Membership and Term of Service

1. Committee members are elected by the faculty in accordance with procedures listed in the DID. Membership is open to all faculty. Elections are held before the end of winter semester with new members assuming their committee responsibilities at the beginning of the subsequent fall semester.
2. Input Committee Size and Term of Service
 - a. Personnel. The Personnel Committee shall consist of four (4) members.
 - i. Three members shall be tenured faculty members, who serve staggered three-year terms.
 - ii. One member shall be a non-tenured faculty member, if available and willing to serve. If a non-tenured faculty member is not available, then a tenured faculty member shall be elected. The term of service is one year.
 - iii. One alternate shall be a tenured faculty member. The term of service is one year. The alternate will serve on the committee in the event that a regular committee member is being evaluated.
 - b. Instruction Committee, Finance Committee, and Elections and Awards Committee consist of three members, who serve staggered three-year terms.
3. No faculty member may serve more than two consecutive terms on any one committee, but there is no limit to the number of non-consecutive terms a faculty member may serve on one of these Input Committees.
4. Faculty members may serve on only one Input Committee at a time.

Election Procedures

The election procedures described here apply to committees of the department, college, or university in which vacancies are required to be filled by the election of a member of the faculty of the Department of Music.

1. Each March or early April, the chair of the Elections and Awards Committee will place in the mailbox of each faculty member a nomination form. If feasible, the nomination form will be mailed to faculty members on leave.

2. The nomination form will specify vacancies, terms of office, provide a list of continuing committee members, and where deemed necessary, provide a brief description of the committee's function.
3. For each vacancy, the form will provide for the nomination of up to two (2) department members.
4. The form will specify the return date. Forms must be returned to the chair of the Elections and Awards Committee by the return date in order to be valid.
5. The Election and Awards Committee will tabulate the names of nominees and normally rank order such names on the basis of the number of mentions.
6. The Election and Awards Committee will then contact the nominees, normally in rank order, to determine acceptance of the nomination. In the event of a tie vote nominees will be asked in a random order.
7. When two nominees per vacancy have accepted the nomination, no further inquiry is required, and the department head will be notified of the nominees. The Election and Awards Committee will ensure that no faculty member is listed on the ballot for more than one of the following committees: Personnel, Instruction, or Finance.
8. The chair of the Elections and Awards Committee will place in the mailboxes a written ballot listing the nominees for each specified vacancy and a date for its return to the chair of the Elections and Awards Committee.
9. Immediately after the date for ballot return, the committee will tabulate the election results.
10. Nominees receiving the higher number of votes will be elected. In the event of tie votes, selection will be determined by the Elections and Awards committee.
11. The chair of the Elections and Awards Committee will notify the department of the election results.
12. In the event of a mid-year vacancy, the department head will call for a special election, which will follow the procedures outlined above.

Recall

Upon receiving a written request signed by five department members, the department head will make the recall of a committee member an agenda item at the next department meeting. A majority vote will effect the recall.

Operating Guidelines

Chair

1. The chair is responsible for formulating the agenda and scheduling the meetings.
2. Items will be placed on the agenda at the request of any committee member, faculty member, or the department head.
3. The chair will distribute the agenda to the faculty at least two working days in advance of the meeting. (Grade Grievance Subcommittee agendas, however, are not posted.)
4. The chair will report on committee business at regular faculty meetings.
5. Before the end of the winter semester each year, the current committee chair will convene a meeting of the committee-elect to select a chair for the following academic year.

Meetings

1. Committees meet regularly in accordance with issues needing consideration and in accordance with the members' schedules, which may change from semester to semester.
2. Most meetings are open to faculty. Three exceptions are the Personnel Committee when evaluating faculty, the Grade Grievance Subcommittee (a subcommittee of the Instruction Committee) when deliberating a grade grievance, and when the Elections and Awards Committee is considering faculty awards.
3. Special meetings may be called at the request of the department head or by petition of two committee members.
4. The department head may, with prior notice, attend committee meetings. Exceptions are the Personnel Committee when evaluating faculty, the Grade Grievance Subcommittee when deliberating a grade grievance, and when the Elections and Awards Committee is considering faculty awards. For this purpose, committee chairs will keep the department head informed of meeting times, anticipated order of business, and actions taken.

5. Committee members may request to meet with the department head, if they deem it appropriate to do so in carrying out their duties.

Minutes

1. Each committee will have a secretary who is responsible for recording and disseminating to the faculty the minutes of all meetings.
2. Minutes will exclude confidential matters (i.e., faculty evaluations and grade grievances).
3. Minutes will be distributed to the department head and faculty within five working days after each committee meeting.

Personnel Committee

The functions of the Personnel Committee include but are not limited to:

1. Evaluating applications for reappointment, tenure, and promotion in accordance with the DED.
2. Assisting the department head with Professional Performance Evaluations of tenured faculty as necessary.
3. Conducting department head evaluations following the procedures specified in the Agreement.
4. Participating in the selection of an interim or permanent department head as outlined in the DID.
5. Making recommendations regarding Personnel Committee issues to the department at large.
6. Evaluating lecturers as necessary.

Instruction Committee

The functions of the Instruction Committee include but are not limited to:

1. Reviewing course and program proposals in accordance with the DID.
2. Providing input to the department head regarding course scheduling and faculty teaching assignments, including spring/summer assignments.
3. Providing input to the department head regarding teaching loads.

4. Monitoring both the quality of continuing education offerings and courses taught by lecturers and graduate assistants.
5. Providing guidelines for total departmental curriculum review, not to be confused with the Academic Affairs system for program review.
6. Making recommendations regarding undergraduate and graduate curriculum development to the department at large.
7. Making recommendations regarding advising and instruction to the department at large.
8. Forming a Grade Grievance Subcommittee as necessary. This subcommittee will conduct hearings in accordance with the university guidelines published in the undergraduate and graduate catalogs.

Finance Committee

The functions of the Finance Committee include but are not limited to:

1. Providing input to the department head regarding the annual budget, the general allocation of finances, and future allocations.
2. Providing input to the department head regarding the department's FTEF allocation and its distribution over the four academic terms.
3. Recommending policy regarding the distribution of travel funds.
4. Assisting faculty in identifying sources of financial support for research and travel outside the department.
5. Assisting the department head in monitoring department expenses.
6. Providing input to the department head regarding teaching loads and other departmental released-time assignments.

Elections and Awards Committee

The functions of the committee include but are not limited to:

1. Monitoring and assisting with department elections in accordance with the DID.

2. Assisting the department head in assigning or recommending department-wide financial awards to Department of Music students based on faculty recommendations together with eligibility criteria and funding allocations provided by the Office of Financial Aid.
3. Reviewing sabbatical applications and reports as well as other awards made available through the Graduate School, the Office of Research Development, the College of Arts and Sciences, and the Provost's office.
4. Assisting the department head and affected faculty in awarding Graduate Fellowships and Graduate Assistantships.
5. Informing the faculty of application requirements and deadlines for college and university awards and grants.
6. Assisting the department head in identifying faculty and alumni for nominations for college and university awards.

Ad hoc Committees

1. Ad hoc committees are established by the department head, by the input committees, or by a majority vote of the faculty.
2. The purpose, size, and composition of ad hoc committees are determined at the time of establishment. They will report their findings to the full faculty or the appropriate input committee, as determined at the time the ad hoc committee is established.
3. The committee will function until its charge is completed, but generally no more than 2 years.
4. The operational guidelines are identical to those prescribed for input committees.

Annual Planning Process

Purpose

The Annual Planning Process provides faculty the opportunity to provide input, to affirm, revise, propose, eliminate, or prioritize department mission, goals and objectives, and initiatives on a regular basis. In addition to the procedure outlined below, faculty may provide input at any time, consistent with the guidelines of the DID.

Procedure

1. Each year, during a faculty meeting within the first six weeks of the start of the fall term, the department head shall provide faculty with the following information in writing:
 - a. Statement of department mission and goals and objectives.
 - b. A report outlining the status of current initiatives.
 - c. A summary of anticipated resources and allocations with regard to the department's budget and FTEF.
2. Following the department head's presentation, individual faculty or any group thereof, may affirm, or propose to revise, eliminate, prioritize, or establish new department mission, goals and objectives, or initiatives. Initiatives may address personnel, instructional, or financial issues and must be consistent with and correlate to department goals and objectives. Goals and objectives must be consistent with and correlate to department mission.
3. The department head shall provide written updates to the faculty on the status of initiatives, and resources and allocations for budget and FTEF, if available, within the first two weeks of the fall and winter semesters.

Course and Program Approval

New or Revised Courses and Programs

1. The department head, individual faculty members or a group of faculty members may propose new or revised courses and programs. Support and feedback should be sought from colleagues prior to submission of a proposal to the Instruction Committee.
2. The chair of the Instruction Committee will assure that each proposal is reviewed by all affected faculty prior to committee consideration. Affected faculty shall have two weeks to respond, in writing, to the proposal.
3. The chair of the Instruction Committee will place the proposal on the agenda of a meeting of the Instruction Committee and distribute copies of the proposal and written responses from affected faculty, one week in advance of the meeting.
4. Proposals require a majority vote for committee approval. Only approved proposals will be forwarded to the full faculty.

5. At a department meeting, the Instruction Committee chair will report to the faculty on committee action and recommendations. The chair will also see that faculty receive copies of proposals, faculty responses, and Instruction Committee evaluation summaries at least one week in advance of the full faculty meeting.
6. Proposals require a majority vote for faculty approval. Only approved proposals will be recommended to the department head for signature and submission to the College of Arts and Sciences.
7. Once submitted, the department head will monitor the progress of proposals to assure that they proceed through the University structure.
8. Copies of approved proposals will be kept on file in the department office.

Workshops and Special Topics Courses

1. The department head, individual faculty members, or a group of faculty members may propose workshops or special topics courses to be offered within the department or through Continuing Education. Support and feedback may be sought from colleagues prior to submission of the proposal to the Instruction Committee.
2. The chair of the Instruction Committee will see to it that the proposal is on the agenda at a meeting of the Instruction Committee and that committee members receive copies of the proposal one week in advance of the meeting.
3. The Instruction Committee chair will forward the proposals, evaluative summaries, and prioritized list of the proposals to the department head.
4. The Instruction Committee will publish a schedule for submission of proposals.
5. Copies of approved proposals will be kept on file in the department office.

Hiring New Faculty

Intention

The Department of Music will provide opportunities for faculty to participate fully in all aspects of the process of selecting new faculty. Faculty with concerns regarding any aspect of the search process may submit them in writing to the department head at any time during the process. All phases of the hiring process will be governed by guidelines of the Office of the Asst. Vice-President for Academic Affairs.

Declaration of Vacancy

1. On an annual basis, through the Input Committees and the Department of Music Annual Planning Process, the faculty will provide the department head with a prioritized list of needed faculty positions based on instructional needs.
2. Given a need to hire:
 - a. The department head, in consultation with faculty with the appropriate expertise, will determine the nature and responsibilities of the position(s).
 - b. The department head, in consultation with faculty with the appropriate expertise, will form a five-voting-member Search Committee. The committee will elect a chair.
3. Once a position is approved by the university administration, the Search Committee, in consultation with the department head, will develop an announcement of vacancy and criteria for evaluating and rating the candidates. The position description and expectations must be consistent with criteria for appointment, reappointment, tenure, and promotion as specified in the DED.
4. The department head will complete a request for position posting.

Evaluation of Candidates

1. The chair of the Search Committee convenes the meetings. The Search Committee, in consultation with the department head, will develop and distribute to the faculty a time-line for the completion of its responsibilities.
2. Each member of the Search Committee will independently review all candidate applications using the predetermined evaluation criteria and rating scale in accordance with University policy.

3. After meeting and discussing the relative strengths and limitations of each candidate, the Search Committee will select a slate of finalists.

Interviews

Interviews will be scheduled for each candidate selected. To encourage the broadest possible participation from the faculty, Search Committees will provide written notification, one week in advance, as to the day, time, and place of all formal interviews.

1. Formal interviews for any given position will be identical in format and process. Faculty who attend the interviews will be given copies of the interview questions.
2. The Search Committee will determine the format of the interview, which may include a performance, rehearsal, lecture, class presentation, research presentation, studio teaching demonstration, and discussion with students.
3. All faculty may attend any part of an interview conducted by a Search Committee.

Recommendation to Hire

1. Only members of the Search Committee shall vote on the recommendation to hire.
2. The Search Committee will rank order the acceptable candidates.
 - a. When the Search Committee notifies faculty of the interview schedule, it will also announce the time and location when the Search Committee will meet after the last interview to rank candidates. All interested faculty will be invited to attend the meeting(s) to discuss the candidates. Both Search Committee members and other faculty may express their preferences. For faculty unable to attend, written comments will be accepted.
 - b. After meeting and discussing the relative strengths and limitations of each finalist, and after considering input from the faculty, the Search Committee will rank order the acceptable candidates and transmit their findings, accompanied by established University forms and required rationale, to the department head.
3. The department head will submit the recommendation to hire after giving meaningful consideration to the input provided by the Search Committee.

Hiring Lecturers

On an annual basis, the department head will provide the Instruction Committee, and faculty with the appropriate expertise, a list of instructional needs which may be met by lecturers. Faculty are encouraged to respond to this list to ensure that the department head understands faculty opinion regarding the use of lecturers for these needs.

The department head, in consultation with faculty with the appropriate expertise when possible, will determine the nature and responsibilities of lecturer positions--in accordance with the provisions of the EMU-FT agreement, if the lecturer is a bargaining unit member--will identify and interview candidates, and will hire lecturers. Throughout the process, the department head will seek the opinion of affected faculty regarding the qualifications and employment histories of candidates.

In the case of re-hiring a lecturer, the department head will consult with faculty who have had a mentoring or supervisory role, and shall review the results of the evaluation process provided in the EMU-FT agreement if the lecturer is a bargaining unit member, to determine the effectiveness of the lecturer's work.

Selecting a Department Head

Intention

The Department of Music will provide opportunities for faculty to participate fully in the process of selecting an interim or permanent department head. Faculty with concerns regarding any aspect of the search process may submit them in writing to the dean of the College of Arts and Sciences at any time during the process. All phases of the hiring process will be governed by procedures utilized by the Office of the Asst. Vice-President for Academic Affairs.

Interim Head

At the dean's discretion, the department head position may be temporarily filled by an interim head. The Personnel Committee will assist the dean in identifying a candidate who is mutually acceptable to both the dean and the faculty. The Personnel Committee will keep the faculty fully informed on all aspects of the selection process. After soliciting nominations from the faculty, the Personnel Committee will conduct an election by the faculty, and will provide the dean with a list (including numerical results) of the three recommended candidates who receive the most votes and who are willing to serve as interim head for his or her consideration.

Search Committee

1. When a permanent department head is to be selected, the faculty will nominate at least six potential Search Committee members to the Personnel Committee. Using this list of nominations, the Personnel Committee will work with the dean to establish a Search Committee that is broadly representative of faculty interests in the Department of Music. The committee will have no fewer than seven and no more than nine members, at least two-thirds of whom are faculty members in the Department of Music. The Personnel Committee, with input from the faculty, will select the department's faculty representatives on the Search Committee. Additional members of the Search Committee will be determined by the dean.
2. Once the Search Committee is established, the dean or someone appointed by the dean will convene the first meeting during which a chair is elected by the committee. The chair is responsible for scheduling, planning, and facilitating all subsequent meetings. The chair will report to the faculty on the progress of the search at regularly scheduled department meetings and by memorandum.

Position Posting

In consultation with the dean and with input from the faculty, the Search Committee will develop a recommended position posting (subject to approval and possible change by the dean and the Office of the Asst. Vice-President for Academic Affairs), evaluation criteria, and a rating scale that are developed in accordance with University search procedures and policies.

Evaluation of Candidates

1. Each member of the Search Committee will independently review all candidate applications using the evaluation criteria and rating scale established by the Search Committee.
2. Faculty may express their opinions of the candidates to the Search Committee in writing.
3. After meeting and discussing the relative strengths and limitations of each candidate, only the Search Committee shall vote to select the three or four candidates for interview.
4. Once the Search Committee has made its recommendation, and the university administration has reached a decision on the recommendation, the chair of the Search Committee will submit the names of the recommended finalists, along with biographical sketches, to the faculty for discussion and approval.

Interviews

1. All faculty will have the opportunity to propose possible interview questions to the Search Committee. The questions must be based on the evaluation criteria and rating scale (see above, Evaluation of Applicants, Item 1.)
2. Using faculty-proposed questions and other faculty input as appropriate, the Search Committee will develop the formal interview format and questions to be asked of each candidate. For information, faculty will be given copies of the formal interview format and questions.
3. The chair will announce the schedule of candidate interviews (formal interviews, discussions and open meetings with faculty and students) as promptly as possible to maximize faculty attendance.
4. All faculty, as observers, may attend any part of the formal interview conducted by the Search Committee. Faculty who attend the formal interview will be given copies of the interview questions. In order to protect the legality and the objectivity of the formal interview, faculty observers will not be able to ask questions.
5. The Search Committee will recommend the format of the discussions in which the candidate meets with faculty and students. These shall include both a discussion with faculty and a discussion with students. Faculty shall not attend the discussion with students. In addition, there shall be at least one open meeting which may include a performance, rehearsal, lecture, class presentation, research presentation, or studio teaching demonstration. Faculty and students may attend these open meetings.

Selection of Finalists

1. The department faculty, with the Search Committee present and the chair of the Search Committee presiding, will meet to discuss the interviewed candidates. Prior to the meeting, the chair of the Search Committee will distribute the previously prepared biographical sketches of the candidates.
2. After a discussion of the candidates, the faculty will vote to select a list of acceptable candidates.
3. There will be one or two secret ballots.
 - a. A first secret ballot vote will be taken to determine a list of acceptable candidates by listing all the finalists and asking faculty to designate each finalist either "acceptable" or "not acceptable."

- b. A second secret ballot vote may be taken to rank order the acceptable candidates by asking each faculty member to write the name of his or her preferred candidate. (Rank ordering is not a contractually required part of the process, but may be requested by the dean or the Search Committee.)
4. The chair of the Search Committee will submit the faculty's list of acceptable candidates to the dean. The committee may also submit the faculty's rank-ordered list, if so requested by the dean or the Search Committee.
5. The Search Committee will also submit its recommendation(s) to the dean.
6. The faculty shall determine by a majority vote whether to recommend that tenure will be granted at the time of hire, or whether a probationary period is appropriate.