

# Creating an Anonymous Google Form Poll for Promotion or Tenure Committee Virtual Voting

## Overview

The University's tenure procedures are published in 3.11.4.3 of the Faculty Handbook. Promotion procedures are published in section 3.10.2. According to these procedures, Departmental and College Review Committees for both tenure and promotion must vote on each candidate, and must sign the Committee report. A Committee member's signature on the report and their participation in the voting process attests to the accuracy of the vote tally. Note that individual Colleges may have additional requirements, such as that the voting be done in secret. This document indicates how the voting can be done remotely and in secret, while still allowing Committee members to confirm that the vote tally is correct, by providing guidance to Tenure and Promotion Committee Chairs for creating, launching, and reporting voting by Committee members using Google Forms during a Zoom session. For Committee meetings conducted remotely, the Departmental and Collegiate Promotion or Tenure Committee Chairs are responsible for creating and hosting the Zoom meeting at which the voting on candidates will take place and, if Google Forms are used, creating the Google Forms to be used during the meeting.

## Instructions

1. Before the zoom meeting, create a Google Form poll for each vote to be taken on each candidate.
  - Enter a title and the voting question.
  - Select Multiple Choice.
  - Enter the question stem and Yes/No as the possible answers.

- Create one poll per vote. Do not create a single poll for multiple votes. Click **Save**.

The screenshot shows a web interface for creating a poll. At the top, there are tabs for 'Questions' and 'Responses'. The main heading is 'Dr. Faculty Tenure Vote'. Below the heading is a 'Form description' field. The poll question is 'Grant Tenure to Dr. Faculty.' and the question type is set to 'Multiple choice'. There are three radio button options: 'Yes', 'No', and 'Add option or add "Other"'. At the bottom right, there is a 'Required' toggle switch which is currently turned on.

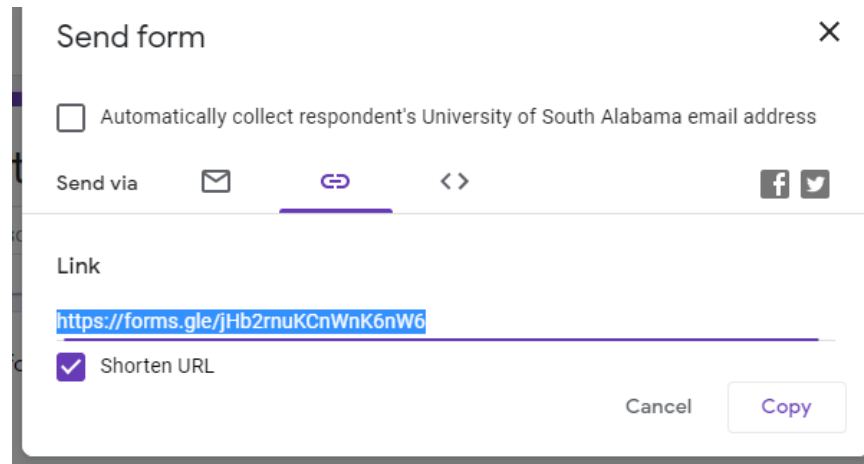
- Under Settings, leave the boxes “collect email addresses” and “edit after submission” unchecked. This will keep committee member’s voting information anonymous in the meeting, to the chair, and in the reports.

The screenshot shows the 'Settings' page for a poll. The 'General' tab is selected. The settings are as follows:

- Collect email addresses
- Response receipts ?
- Requires sign in:**
  - Restrict to users in University of South Alabama and its trusted organizations ?
  - Limit to 1 response  
Respondents will be required to sign in to Google.
- Respondents can:**
  - Edit after submit
  - See summary charts and text responses

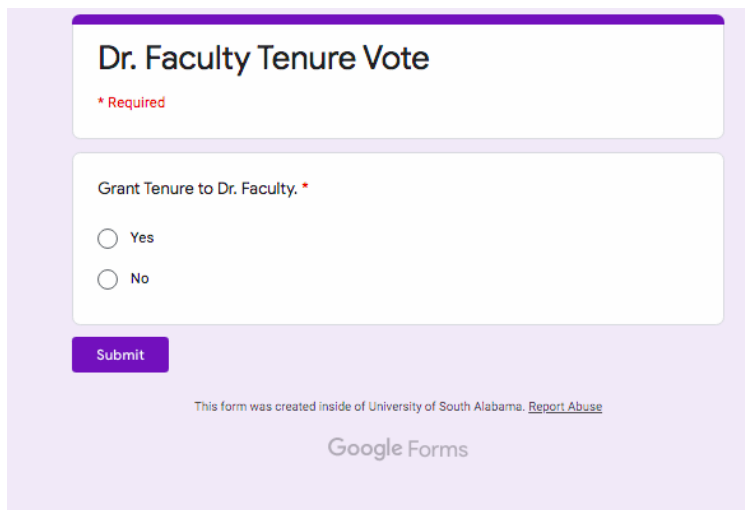
At the bottom right, there are 'Cancel' and 'Save' buttons.

- If multiple polls are prepared in advance, make a record of the link associated with each candidate to share electronically with the Committee during the meeting:

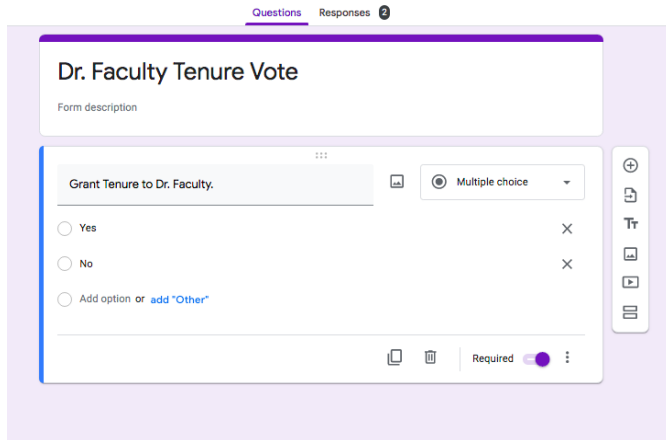


2. Start the scheduled Committee meeting (Zoom session).
3. When it is time for the Committee members to vote on a candidate, direct Committee members to the location of the Google Form for the candidate by sharing the link to the form with the Committee in the Zoom chat window.

- Committee members will see a voting screen:



4. The Committee Chair who created the poll will be able to view results under the “Responses” tab:



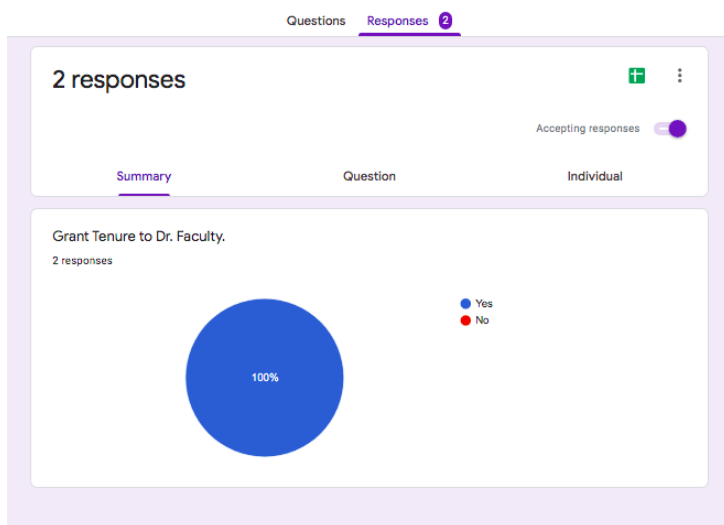
5. Once voting is complete, the poll should be closed.

6. The anonymous poll results should be shared with the Tenure and Promotion Committee by the Committee Chair. This will allow Committee members to verify the accuracy of the vote tally prior to signing the Committee's report, as required by the Faculty Handbook. The Committee Chair should verify that the final vote tally matches the number of **eligible** Committee members present.

**Eligibility Reminder:** The Faculty Handbook specifies that proxy votes are not permitted, and that faculty members who serve on both the Departmental Committee and the Collegiate Committee should vote concerning a candidate on the Departmental level only, and must abstain from voting on the College Committee.

To share the results:

- Click on **the spreadsheet icon** in the right-hand side menu.



- Generate a Report with anonymous vote and time-stamp

	A	B	C	D	E	F	G	H
1	Timestamp	Grant Tenure to Dr. Faculty.						
2	1/14/2021 13:44:20	Yes						
3	1/14/2021 13:46:25	Yes						
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- **Download** to create a CSV file of the poll results to share with the Committee members present.

## 7. Reporting results

The Faculty Handbook requires that Promotion and Tenure Committees provides separate reports, even for the same candidate.

The Committee Report should include the final vote tally, including abstentions, for each candidate. Each Committee member must sign the report, which indicates their participation in the voting and the accuracy of the final tally. For remotely conducted meetings, secure electronic signatures are acceptable for this purpose. Chairs should ensure confidentiality of the proceedings and that reports are shared only with the Committee members and the appropriate Department Chair or Dean. Note that some Colleges may also require that votes be reported on a separate form. Consult the Faculty Handbook and your College’s Statement of Tenure and Promotion Procedures for further details.