

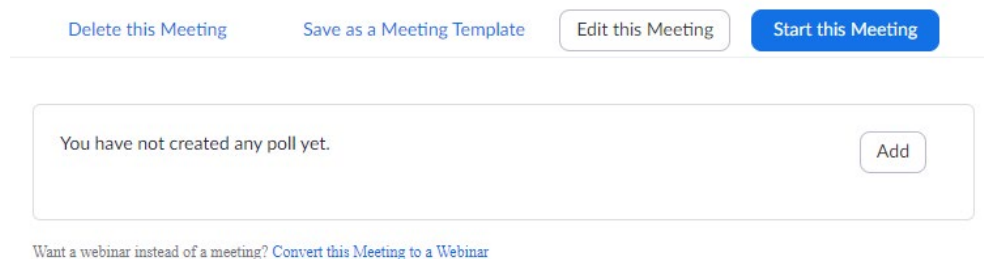
# Creating an Anonymous Zoom Poll for PT Committee Voting

## 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 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 during a Zoom session. For Committee meetings conducted remotely, the Departmental and Collegiate Promotion and Tenure Committee Chairs are responsible for creating and hosting the Zoom meeting at which the voting on candidates will take place.

## Instructions.

1. Sign into the Zoom portal.
2. Schedule a Zoom meeting.
3. Create an anonymous Poll.
  - From the meeting management page, scroll to the bottom to find the **Poll** option.
  - Click **Add** to begin creating a poll.
  - A poll can be created and launched while the Zoom meeting is underway. For example, if the chair needs to redo a vote, a new poll can be created and launched for the second poll.



4. Enter poll information.
  - Enter a title and the voting question.
  - Check the box to make the poll anonymous. This will keep the committee member's voting information anonymous in the meeting, to the chair, and in the reports.

- 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 poll will show in the list of polls for the Zoom meeting.

Add a Poll ×

Tenure vote for Dr. Faculty

Anonymous? ⓘ

1. 

Grant tenure to Dr. Faculty?

Single Choice  Multiple Choice

Yes

No

Answer 3 (Optional)

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

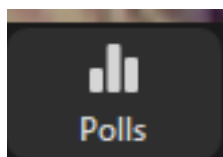
Answer 10 (Optional)

Delete

+ Add a Question

5. Launch the poll.

- Start the schedule committee meeting (Zoom session).
- When it is time for the committee members to vote, click **Polls** at the bottom of the screen. A poll dialogue box will appear. If there is more than one poll, the dialogue screen will contain a dropdown box to select the appropriate poll.
- Remember that 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.



Polls

Polling 1: Tenure vote for Dr. Faculty Edit

1. Grant tenure to Dr. Faculty? (Multiple choice)

Yes

No

[Launch Polling](#)

- Click **Launch Polling**.
- At this point, the poll will be visible to all participants in the Zoom session. Instruct committee members to select their vote and click **Submit** (see below). When a participant clicks **Submit** the screen will close and they will not be able to vote a second time.

Polis

### Tenure Vote

1. Grant tenure to Dr. Faculty? (Multiple choice)

Yes

No

Submit

- **NOTE:** If the **Anonymous?** option is not selected, the participants will see the text “not anonymous” in the heading of the dialogue.

Polis

### Tenure Vote not anonymous

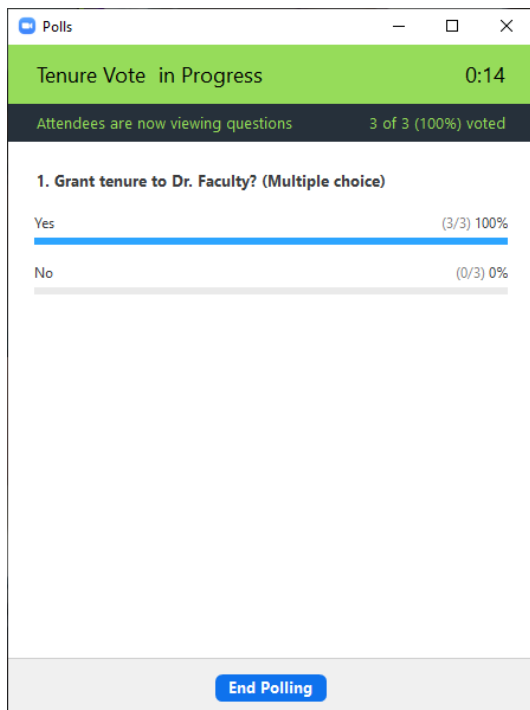
1. Grant tenure to Dr. Faculty? (Multiple choice)

Yes

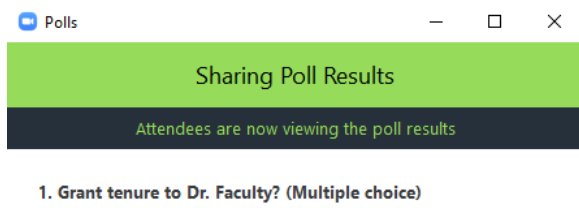
No

Submit

- While the poll is launched, the chairs' dialogue box will show the results in real time. When all participants have voted, click **End Polling**.



- Click **Share Results** to display the results to the committee in Zoom.



- Click **Stop Share Results** and close the dialogue box.

6. Generate poll results.

The anonymous polling results should be shared with the Tenure and Promotion Committee by the respective 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.

- Click on **Reports** in the left-hand side menu.
- Select **Meeting** as the Usage Reports type.

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

### Usage Reports

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Usage	View meetings, participants and meeting minutes within a specified time range.
Meeting	View registration reports and poll reports for meetings.

- Select **Poll Report** as Report Type and **Search by meeting ID**. Enter the meeting ID and click **Search**.

[Reports](#) > [Usage Reports](#) > [Meeting](#) [Document](#)

Meeting Report

Report Queue

Report Type  Registration Report  Poll Report

Search by meeting ID ▾  Search

<input type="checkbox"/>	Scheduled Time	Start Time	Topic	Meeting ID	Attendees	
<input type="checkbox"/>	07/21/2020 02:00:00 PM	07/21/2020 01:52:09 PM	PT meeting	993 0847 3095	4	<a href="#">Generate</a>

- Click **Generate** to produce the poll report.

[Reports](#) > [Usage Reports](#) > [Meeting](#) [Document](#)

Meeting Report

Report Queue

Include reports that failed to generate results

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	Jul 21, 2020 02:00:00 PM	Jul 21, 2020 01:52:09 PM	PT meeting	993 0847 3095	Jul 21, 2020 04:51:59 PM	<a href="#">Download</a>

- Click **Download** to create a CSV file of the poll results.

	A	B	C	D	E	F
1	#	User Name	User Email	Submitted Date/Time		
2	1	Anonymous	Anonymous	7/21/2020 14:03	Grant tenure to Dr. Faculty?	Yes
3	2	Anonymous	Anonymous	7/21/2020 14:03	Grant tenure to Dr. Faculty?	No
4	3	Anonymous	Anonymous	7/21/2020 14:03	Grant tenure to Dr. Faculty?	No
5						
6						
7						
8						
9						

- Poll results can also be viewed at the bottom of the meeting management page.

You have created 5 polls for this meeting. Add

Title	Total Questions	Anonymous	
^ Poll 1: Tenure vote	1 question	Yes	<span>Edit</span> <span>Delete</span>
1. Grant tenure to Dr. Faculty ( Multiple Choice)			
Answer 1: YES			
Answer 2: NO			

## 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. Reports may be signed electronically for remotely-conducted meetings. 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.