

The Anderson Graduate School of Management

Voting Procedures

The voting procedures for the Anderson Graduate School of Management are divided into two types: 1) those delegated to our Staffing Committee and 2) those extended to all eligible faculty members.

1) Delegation of Voting Privileges to our Staffing Committee

Our Staffing Committee is a five member committee elected by the faculty. The membership consists of five voting members. No more than four Full Professors and no more than two Associate Professors who serve staggered two year terms. One Assistant Professor serves as a non-voting observer for one year.

The voting on any case by the Staffing Committee takes place only after the case has been discussed fully at a meeting of the same committee.

The Department of Management has delegated to the Staffing Committee the right to vote on behalf of the faculty on the following actions:

All merit increases to steps within the Assistant and Associate Professor ranks and to steps I through V, VII, VIII and IX of the Full Professor rank and further advancement within the Above Scale rank.

All renewal of appointments for Assistant Professors.

All appointments and reappointments to the Lecturer Series except initial appointments as a Continuing Lecturer. All merit increases to Lecturers.

All appointments and reappointments to the Visiting Professor Series and to the Adjunct Assistant Professor Series. All reappointments to all ranks of the Adjunct Series.

Recall appointments for Emeriti Professors.

Five-Year Professorial Reviews.

2) Voting by eligible faculty members

All voting is conducted after a meeting is held which provides all eligible members of the Academic Senate the right to discuss fully the case in question.

All voting by eligible faculty members is conducted by secret mail ballot.

Voting rights are extended to Emeriti Faculty only during the period in which they are recalled to active service.

Eligible faculty are given five working days to vote and return secret mail ballot.

The numerical results are then promptly reported to those faculty who were eligible to vote on the case.

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In the Department of Management the following actions require a vote by the eligible faculty constituency as indicated below:

Appointment to Assistant, Associate, and Full Professor titles (Regular, Acting)	Tenured Faculty
Appointment to Associate and Full Professor titles (Adjunct)	Tenured Faculty
Appointment or Merit Increase to Professor, Step VI, and initial advancement to Professor, Above Scale	Full Professors
Appointment of Endowed Chair (after initial appointment to Professorial title)	Full Professors
Initial Appointment as a Continuing Lecturer	Tenured Faculty
Promotion to Associate Professorial titles (Regular, Acting, Adjunct)	Tenured Faculty
Promotion to Full Professorial titles (Regular, Acting, Adjunct)	Full Professors
4th-year Appraisals, 8-year limit reviews (Regular and Adjunct)	Tenured Faculty
Appraisal type review of Continuing Lecturer (after 12 quarters of service)	Tenured Faculty
Non-renewal or terminal appointment of an Assistant Professor	Tenured Faculty
Merit Increases to steps within Assistant, Associate to steps I-V, VII-IX of the Full Professor rank, and further advancement within Above Scale status (Regular, Acting, Adjunct)	No faculty vote. Authority delegated to the Staffing Committee* on behalf of the faculty
All other appointments and reappointments	No faculty vote. Authority delegated to Staffing Committee* on behalf of the faculty

*The Staffing Committee is a five-member committee elected by the faculty. The membership consists of five voting members. No more than four Full Professors and no more than two Associate Professors who serve staggered two-year terms. One Assistant Professor serves as a non-voting observer for one year.