

**SAN JOSE STATE UNIVERSITY
ONE WASHINGTON SQUARE
SAN JOSE, CA 95192**

**SS-S11-3, Sense of the Senate Resolution, Support for Proposed
Voting Guidelines for Implementation of S06-7**

Legislative History: At its meeting of March 14, 2011, the Academic Senate approved the following Sense of the Senate Resolution presented by Senator Lin for the Organization and Government Committee.

**SENSE OF THE SENATE RESOLUTION
SUPPORT FOR PROPOSED VOTING GUIDELINES FOR IMPLEMENTATION OF
S06-7**

- Whereas, *S06-7, University Policy on Merging, Dividing, Transferring and Eliminating Academic Departments*, sets out general principles for voting by members of affected departments, and
- Whereas, S06-7 has only recently come into use because of several proposed mergers at the University, and
- Whereas, the general principles in S06-7 are not specific enough to ensure the integrity and transparency of department voting, nor the confidentiality of individual votes, therefore be it
- Resolved, that the following guidelines be endorsed for use in cases where S06-7 is implemented, and
- Resolved, that the Senate inform all Deans, Chairs and Directors of the guidelines.

Proposed Voting Guidelines for Implementation of S06-7

The Organization and Governance Committee was tasked with developing guidelines to support implementation of S06-7. The Committee developed the following voting guidelines to assist Dean, Chairs and Program Directors, and Department faculty in ensuring that the voting procedures in consideration of any proposal to close, merge, divide, transfer or eliminate an academic department are conducted with the following overarching objectives:

1. To maintain the integrity of the ballot as a secret ballot to ensure a level of confidentiality such that all parties are free to vote their position without fear of retaliation.
2. To ensure procedural transparency so that all parties are confident that the balloting has not been unduly influenced by any interested individual or entity.
3. To facilitate broad participation by the faculty members of the department

Voting rights are determined as per university policy F02-4

- Voting shall be by means of secret balloting, using the two-envelope system or when available, equivalently confidential, individually unique and secure, electronic balloting.
- The outer envelope shall identify the voter by signature, and the voter's status as tenure-line or temporary. In the latter case, also identifying the appointment fraction (The fraction is not called for in the policy).
- The inner envelope shall be unmarked with respect to the identity of the voter.
- Ballots shall clearly state the proposition being voted upon. Ballots shall provide three options: "Yes" indicating a vote in favor of the proposition, "No" indicating opposition to the proposition, and "Abstain" indicating no position on the proposition.
- A vote consists of a ballot (or none) in the inner envelope, duly delivered inside the outer envelope.
- The number of "Yes" and "No" votes shall be reported.
- It is the responsibility of the Dean to ensure that all faculty members in the voting department(s) are provided with the appropriate envelopes and the ballots.
- The balloting shall be at the same level of confidentiality as the department voting procedure with respect to chair nominations. If at least one faculty member requests the use of a ballot box, then that request shall be honored.
- In the event a ballot box is requested, a locked ballot box shall be available for balloting in the department. The chair of the Organization and Governance committee or designee will hold the key to the ballot box.

- The balloting shall occur across at least fourteen calendar days, at least 10 of which shall be faculty duty days. The first day of balloting shall be the last day of the 20-day review period of paragraph 4 of S06-7. The balloting shall close during a department meeting, wherein the vote shall then be tallied by the Chair of the Organization and Governance Committee or designee and reported as per S06-7 paragraph 2.
- An initial policy interpretation: Paragraph 2 of S06-7 implicitly identifies the vote as the opinion of a department. Thus any voting to be done is by (and reported for each) department.]

Approved: 2/21/11

Vote: 6-0-0

Present: Burkhard, Hsu, Kimbarow, Lee, Lin, Meldal

Absent: Correia, Desalvo, Miller, Nance

Endorsed by the Executive Committee: 3/7/2011