

**Clarification of Policy on Lecturers' Role in Elections of Search and Screen  
Committees for Deans, Associate Deans, and Department Chairs**  
(Approved April 22, 2005)

Section 609 of the *Administrative Manual* is revised as follows:

609 Election Guidelines

609.1 General Considerations

These guidelines apply generally to department and college personnel committees, search and screen committees, and other relevant faculty committees. More explicit procedures may apply to committees described separately in this manual.

Faculty personnel elections mandated by Section 600 shall be conducted so as to assure confidentiality and to avoid conflict of interest or any possible improprieties.

609.2 Election Procedures

Departments and colleges shall observe the following guidelines when conducting faculty personnel elections or when establishing their own election procedures:

1. Setting reasonable timelines and clear deadlines.
2. Providing for faculty oversight in the preparation, distribution, and collection of ballots.
3. Clarifying voter eligibility and conditions for ballot validity.
4. Insuring voter confidentiality (e.g., use of double envelopes).
5. Specifying methods for counting votes, handling ties, and possible post-election storage and future use of ballots.
6. Where written college election procedures so specify, lecturers may vote for members of search and screen committees for deans and associate deans. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.
7. Where written department election procedures so specify, and subject to the limitations of Section 622.6.2.a.(2), lecturers may vote for members of search and screen committees for department chairs. In the absence of such specification, voting for committee members is restricted to full-time, tenure track faculty.