

Creating an Anonymous Poll  
Promotion and Tenure Committee Chairs are  
m meeting at which the voting on candidates

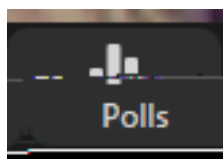
### Instructions.

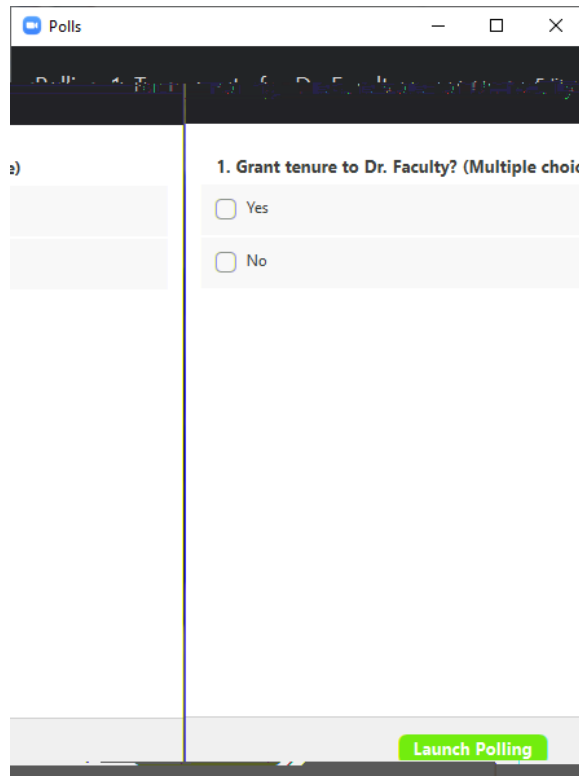
1. Sign into the Zoom portal.
2. Schedule a Zoom meeting.
3. Create an anonymous Poll
  - From the meeting management page, scroll to the bottom to find the **Poll**.
  - Click **Add** to begin creating a poll.
  - A poll can be created and launched while the Zoom meeting is underway. For example,

- 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.

## 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.



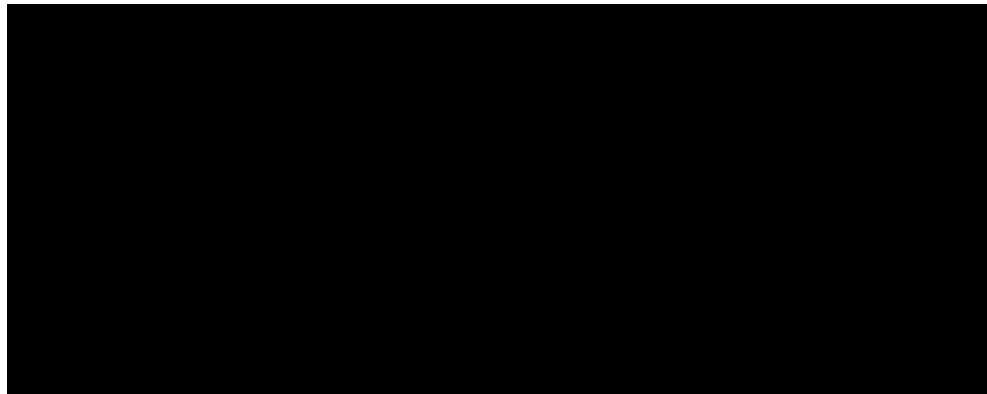


- Click **Launch Polling**.
- At this point, the poll will be visible to all participants in the Zoom session. Instruct committee members to select their vote and click **Submit** (see below) When a participant clicks **Submit** the screen will close and they will not be able to vote a second time.

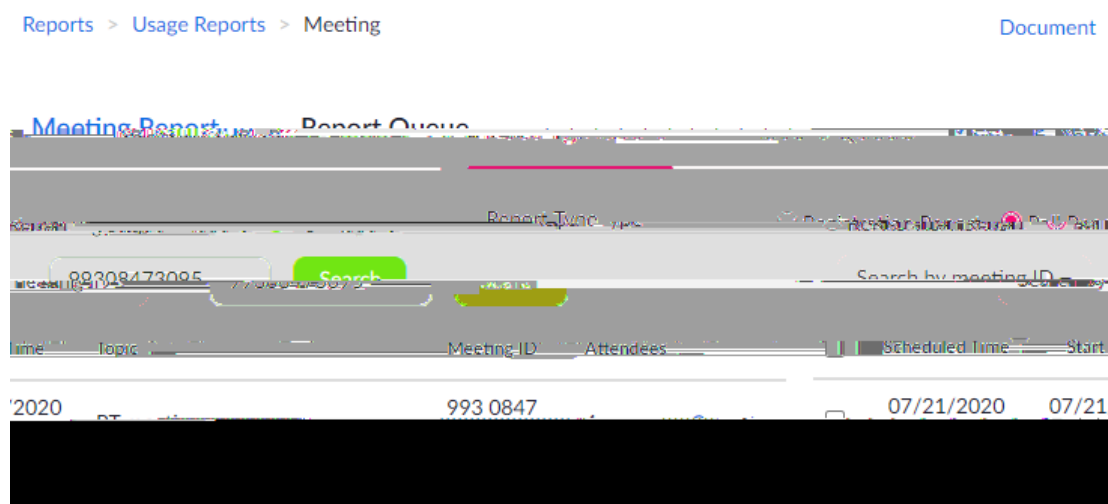
- NOTE: If the Anonymous?

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

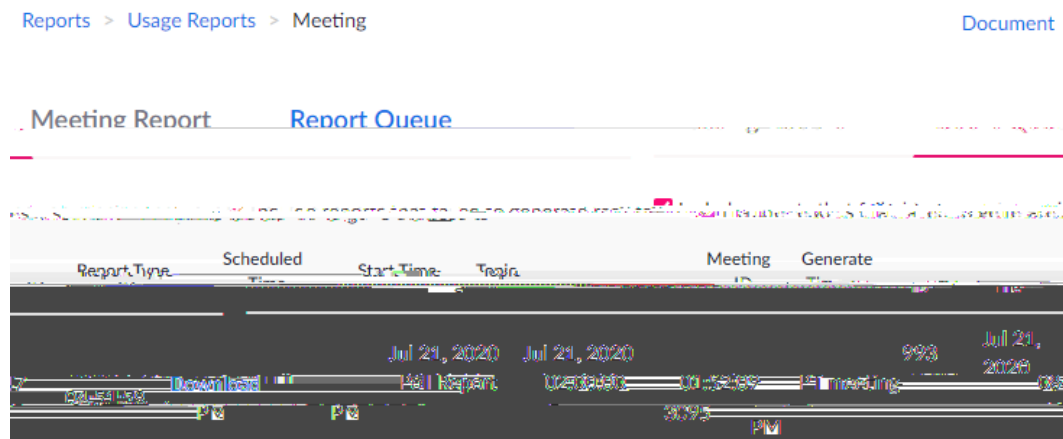
- ClickShare Results to



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



- Click Generate to produce the poll report.



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

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

## 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