# Conducting Review Vote

Department and college committees during tenure/promotion/continuation reviews will need to conduct voting anonymously for each faculty member who is up for these type of reviews. Because the review process is online, committees may also want to conduct the committee vote online as well. Below are various options available to the committees to conduct their vote virtually and anonymously. Select whichever options works best for you.

Zoom Polling

Zoom has a polling option available to the Host of the session (Department Committee Chair). In the Meeting Options toolbar for Host, click on the Polls option.
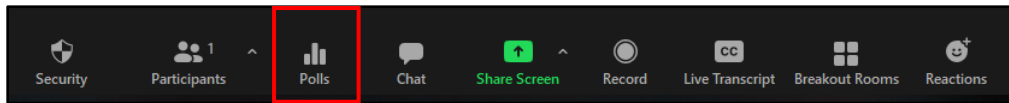
Once selected a popup window will appear. You can click the Edit button at the top right hand corner if you would like to change the poll name. When you are ready to ask a question, click the Add a Question button in the middle of the screen.
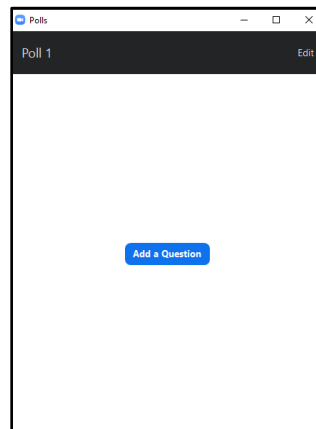

You will be directed to the Zoom Account webpage. Under the Meetings toolbar, there is an option that says Poll. Click on that to access the Poll page. (You may access this page prior to your meeting if you would like to have your polls set up ahead of time).
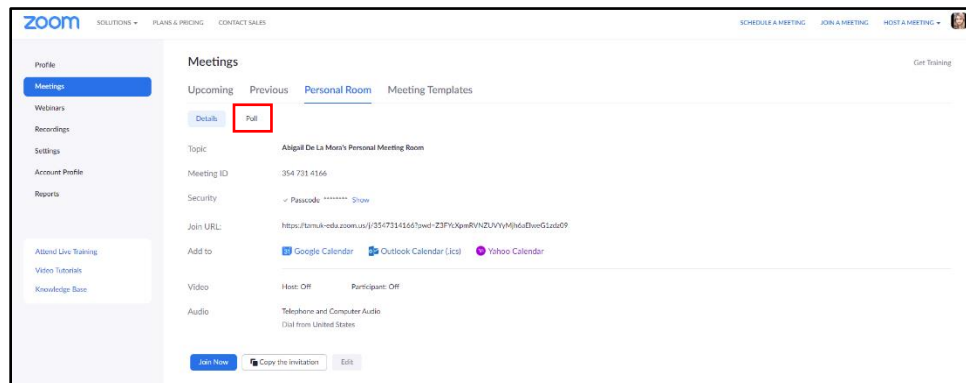
After Poll is selected, you will be taken to a screen to where you can build your poll(s). If you have never created a poll in Zoom, there will be no options available. Click on the Add Poll button on the right hand side of the screen.


A popup window will appear that allows you to edit and add questions needed. By default, the poll is checked off to remain anonymous. Leave this option as is to ensure that the poll information is anonymous. When you have finished adding questions, click on the Save button at the bottom of the window to save your changes.
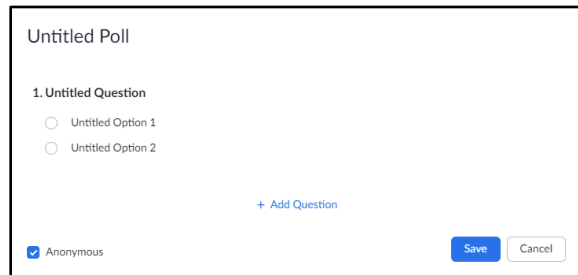

The poll will now be listed in the Polls screen.
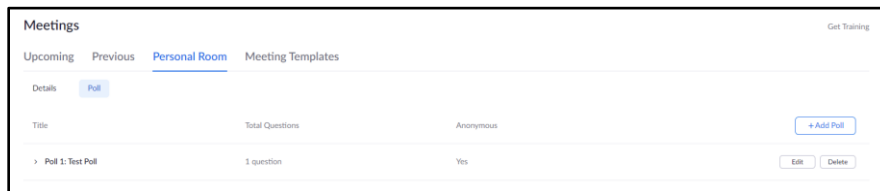
Return to the Zoom screen and click on the Poll icon at the bottom of the meeting tab. A pop up window will appear with the newly created poll and its questions listed. When you are ready to start your poll, click the Launch Poll button at the bottom of the pop up window.
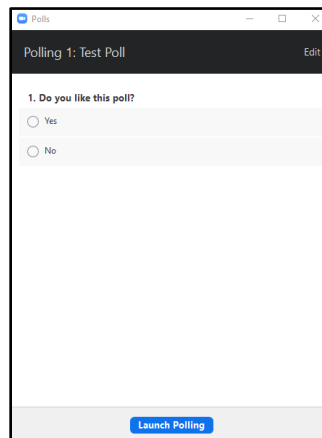
When the poll is launched, the popup window will display the results in real time. You will see a timer keeping track of the time the poll is active, the number of attendees who have submitted (this feature lets the Committee Chair know if all the committee members have voted), as well as the results of the poll. The Committee Chair can end the poll at any time by selecting End Polling button at the bottom of the screen.
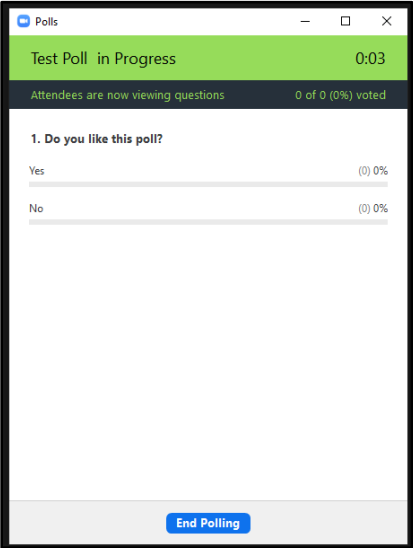

When the poll has ended, the popup window will indicate that the poll is closed, the number of votes generated and the results. Committee Chairs have the option to share the results of the poll with meeting attendees if they wish by clicking the Share Results button at the bottom of the screen. They can also re-launch the poll by selecting the Re-Launch Polling button. They can also download the results to their computer by clicking the Download button. Results will be converted to an Excel file that can be saved.
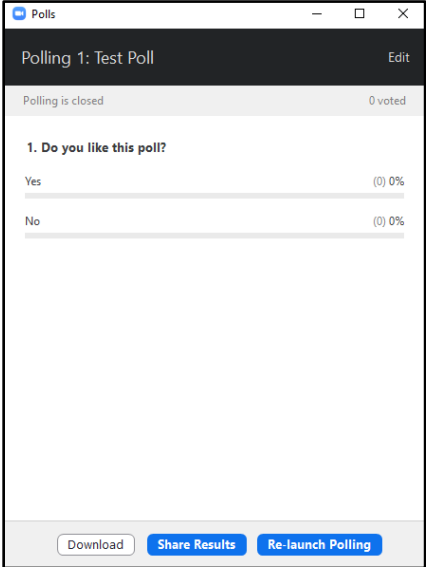
Google Forms

The Department Committee Chair will need to have a Google Account to use this feature. A benefit of Google Forms is that, by default, it does not collect email addresses or require a login, which keeps the form anonymous. Once the form is created by the Department Committee Chair, he/she can email the form to the committee members for individuals to participate. You can check off the Shorten URL box to help with getting the information to committee members.
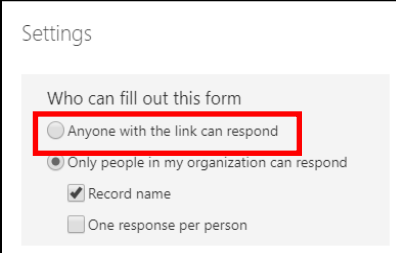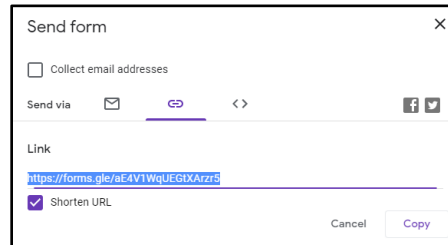

Microsoft Forms

All faculty have access to Office 365 and therefore Microsoft Forms. To access Microsoft Forms, the Department Committee Chair must log in using their university credentials at Office.com. Once logged in, search for the Forms app using the Cube icon in the top corner. A side navigation pane will appear and it may be listed there. If not, select All Apps toward the bottom of the listing to see all the apps available on Office 365.
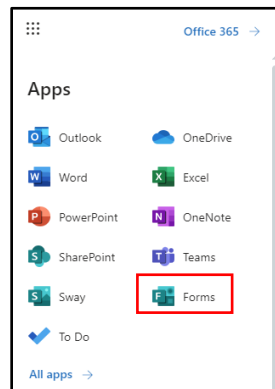
Once in Forms, the Department Committee Chair can create the form however they would like. The most important aspect is to make sure the form does not collect emails or require a log in. Microsoft Forms, by default, WILL collect emails. To disable this feature, click the three dots on the gray toolbar above the form (next to the Share button). A drop down menu will appear in which you will select "Settings."
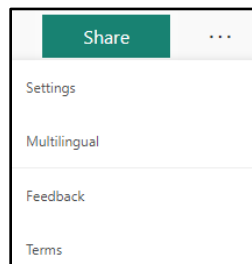
Once you have selected Settings, a toolbar will appear on the side with various options you can select. You will need to select the "Anyone with the link can respond." This ensures that individuals who respond will remain anonymous.

Settings

Who can fill out this form
○ Anyone with the link can respond
◉ Only people in my organization can respond
  ☑ Record name
  ☐ One response per person

The Department Committee Chair will send forward the link to the form to committee members either by posting it in the chat or forwarding it via email.