## 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).

ZOOM SOLUTIONS -	PLANS & PRICING CONTACT SALES		SCHEDULE A MEETING JOIN A 1	MEETING HOST A MEETING +
Profile	Meetings			Get Training
Meetings	Upcoming Pre	vious Personal Room Meeting Templates		
Webinars	Details Poll	6		
Recordings		1		
Settings	Topic	Abigail De La Mora's Personal Meeting Room		
Account Profile	Meeting ID	354 731 4166		
Reports	Security	Passcode ******* Show		
	Join URL:	https://tamuk-edu.zcom.us/j/3547314166?pwd+Z3FYtXpmRVNZUVYYM/h6aElweG1zdz09		
Attend Live Training	Add to	🛐 Google Calendar 🔤 Outlook Calendar (.ics) 💿 Yahoo Calendar		
Video Tutorials				
Knowledge Base	Video	Host: Off Participant: Off		
	Audio	Telephone and Computer Audio Dial from United States		
		Dari meni unioni autori		
	Join Now	apy the invitation Edit		
		and the second second		

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.

Meetings			Get Training
Upcoming Previous	Personal Room Me	eting Templates	
Details Poll			
You have not created any poll yet.			+ Add Poll

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.

1. Untitled Question		
O Untitled Option 1		
O Untitled Option 2		
	+ Add Question	

The poll will now be listed in the Polls screen.

Meetings			Get Training
Upcoming Previous Personal Room	Meeting Templates		
Details Poll			
Title	Total Questions	Anonymous	+ Add Poll
> Poil 1: Test Poll	1 question	Yes	Edit Delete

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.

Polls	-	×
Polling 1: Test Poll		
1. Do you like this poll?		
⊖ Yes		
⊖ No		
Launch Polling		

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.

Polls	-		×
Test Poll in Progress		0	:03
Attendees are now viewing questions	0 of 0	(0%) vo	oted
1. Do you like this poll?			
Yes		(0	0% (
No		(0	0% (0%
End Polling			

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.

Polls	-		×
Polling 1: Test Poll			Edit
Polling is closed		0 1	/oted
1. Do you like this poll?			
Yes		(0	)) 0%
No		(0	) 0%
Download Share Results Re-la	unch P	olling	

## 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.

	Office 365 $\rightarrow$
Apps	Î
Outlook	OneDrive
Word	Excel
PowerPoint	OneNote
SharePoint	Teams
🚺 Sway	Forms
💙 To Do	
All apps $\rightarrow$	

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."

Share	
Settings	
Multilingual	
Feedback	
Terms	

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.