

OP 11: Professionalism in Personnel Decision Making and Voting Eligibility

OP 11.1 Professionalism in Personnel Decision Making. Faculty are required to make professional judgments as part of personnel decision making. These judgments may involve activities such as considering applicants for faculty appointments, reappointment or subsequent appointment, promotion, and tenure as well as carrying out duties related to peer-observations of teaching, PTR, or employment hearings. There may be circumstances when a personal relationship exists between faculty members as designated in (or is sufficiently similar to) Sections [300.4.2](#) and [300.4.2 \[G\]](#) of *The UNC Policy Manual*. In such cases, the faculty member must disclose the relationship and shall not be permitted to participate in discussion of, to vote regarding, or to carry out any other duty related to a personnel matter involving the faculty member with whom such a relationship exists. Additionally, if there are any ties between a faculty member and the person under consideration that could constitute a conflict of interest (as defined by the [University's Conflict of Interest and Commitment Policy](#)), those ties must be disclosed by the relevant faculty member(s) prior to participating in any activity related to a personnel matter. The appropriate Chair (Department, APT, FHC, etc.) as defined by policy shall determine if the disclosed tie requires recusal. If there are any questions regarding whether a faculty member shall be recused from participation in a personnel matter, the Senior Vice Provost shall be consulted. If the Chair (Department, APT, FHC, etc.) has the relationship or the conflict, the Senior Vice Provost shall be consulted and shall determine how to proceed.

OP 11.2 Voting Eligibility. Unless otherwise indicated in policy or procedure, faculty who are on the tenure-track or tenured, and Special Faculty who have served the University for at least three consecutive years in a full-time position shall be eligible to vote on departmental or unit matters.