- 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.
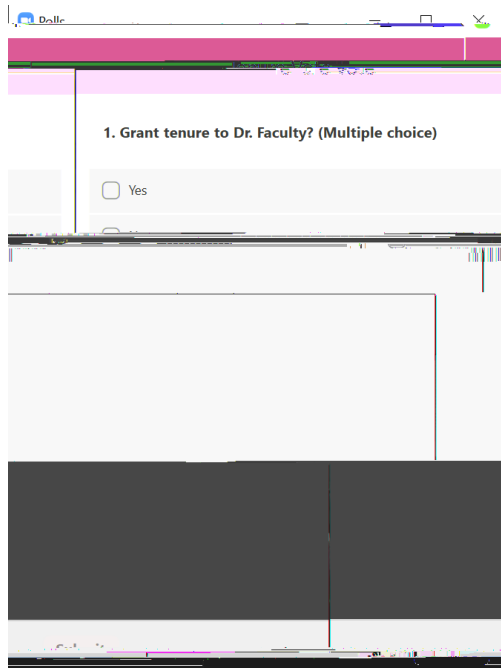

5. Launch the poll.
   - Start the schedule committee meeting (Zoom session).
   - When it is time for the committee members to vote, click **Polls** at the bottom of the screen. A poll dialogue box will appear. If there is more than one poll, the dialogue screen will contain a dropdown box to select 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.
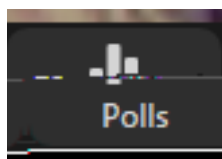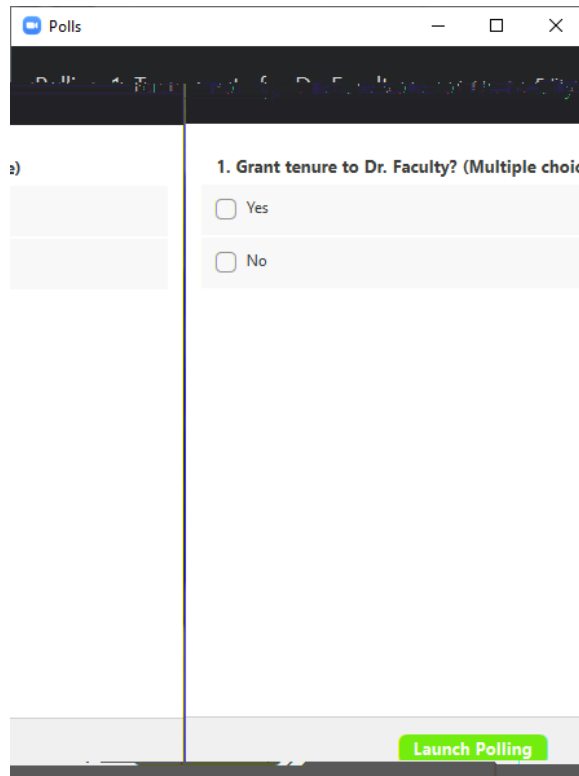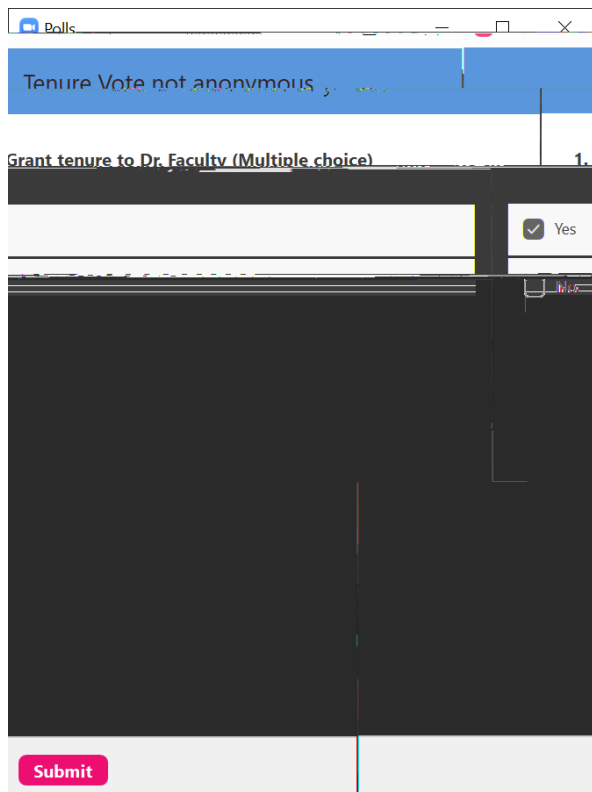
- Click **Launch Polling**.
- At this point, the poll will be visible to all participants in the Zoom session. Instruct committee members to select their vote and click **Submit** (see below). When a participant clicks **Submit** the screen will close and they will not be able to vote a second time.

1. Grant tenure to Dr. Faculty? (Multiple choice)

☐ Yes

- **NOTE:** If the **Anonymous?** option is not selected, the participants will see the text "not anonymous" in the heading of the dialogue.

Tenure Vote not anonymous

Grant tenure to Dr. Faculty (Multiple choice)

☑ Yes

Submit

- While the poll is launched, the chairs' dialogue box will show the results in real time. When all participants have voted, click **End Polling**.
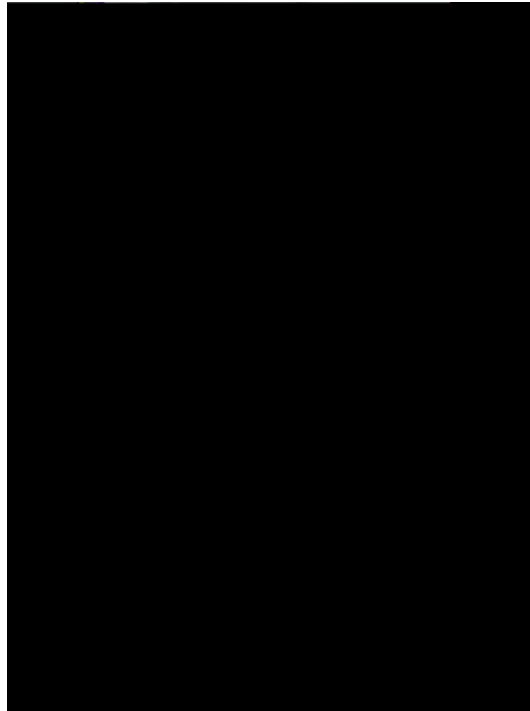
- Click **Share Results** to display the results to the committee in Zoom.
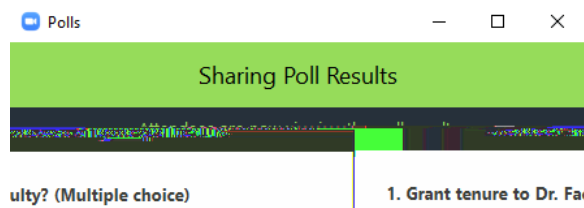
- Click **Stop Share Results** and close the dialogue box.

6. Generate poll results.

   The anonymous polling results should be shared with the Tenure and Promotion Committee by the respective Committee Chair. This will allow Committee members to verify the accuracy of the vote tally prior to signing the Committee's report, as required by the Faculty Handbook.

   - Click on **Reports** in the left-hand side menu.
   - Select **Meeting** as the Usage Reports type.

- 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**

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

7. Reporting resultso