

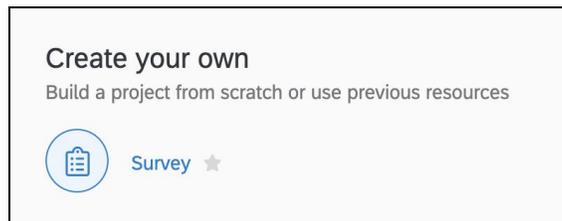
Reappointment/Tenure/Promotion (RTP) Voting Using Qualtrics

Please use this process for any personnel action that requires a confidential written ballot. You may also use this process for any other action (merit committee?) that could benefit from a confidential vote. For non-confidential votes, change the settings in item 8 below.

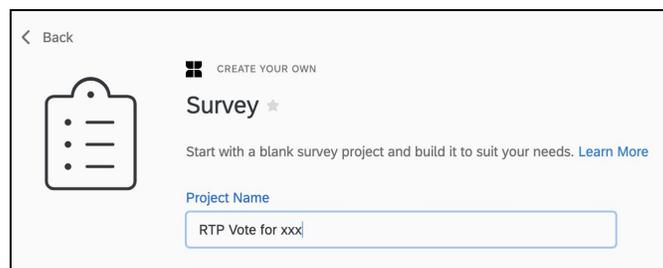
1. All members of the personnel committee should have a smartphone or a computer that is logged into their Fordham email account.
2. When it comes time for the vote, the chair should distribute the vote (Qualtrics) link to all the members via the chair's Fordham email account.
3. When the period for voting is over, the chair will *close* the vote and save the report of the vote as a .pdf for distribution to the appropriate parties.

Creating the RTP Vote Survey

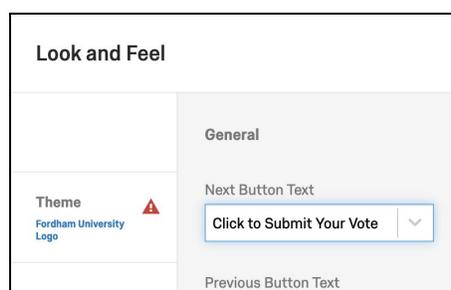
1. Log into my.fordham.edu
2. Go to **My Apps > Qualtrics**
3. Under **Create Your Own**, click **Survey**



4. Under **Project Name**, name your survey (**RTP Vote for xxxx**, for example) and click **Get Started**



5. Click on **Look and Feel** and change the right-facing arrow to say **Click to Submit Your Vote** and click **Save**



6. Click on **Survey Options** and uncheck **Save and Continue**:

Survey Options

Survey Experience 

- Back Button.** Enable respondents to change their responses.
- Save and Continue.** Allow respondents to save and continue later.
- Show Question Numbers.** Great for previews. For participants, try a [Progress Bar](#) instead.
- Use Custom Survey Validation Messages...**

Survey Language: The language the survey is written in.

Survey Title: This text will appear in the browser as the window or tab title.

Meta Description: Search engines and social media services use this description.

7. Check **Prevent Ballot Box Stuffing**:

Survey Protection 

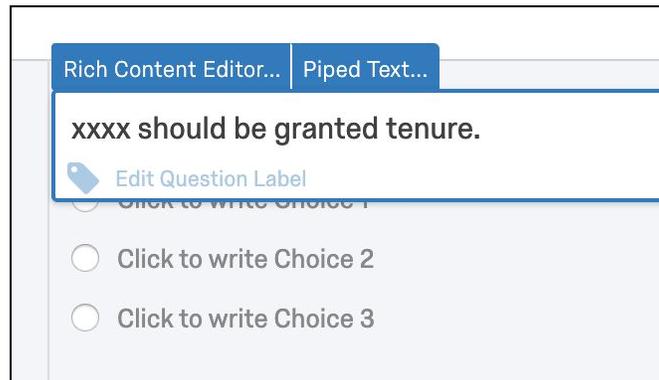
- Open Access.** Allow anyone to take this survey.
- By Invitation Only.** Prevent people from taking the survey using an anonymous survey link.
- Password Protection.** This password must be entered to take this survey:
- Prevent Ballot Box Stuffing.** Keep people from taking this survey more than once.
- HTTP Referrer Verification.** The user must come from this URL to take the survey:
- Prevent Indexing.** A tag will be added to the survey to prevent search engines from indexing it.
- Secure Participants' Files.** Files uploaded as responses can only be viewed by users with permission to view responses.
- Show a **custom message** when a respondent revisits a **previously completed** link..
- Survey Expiration.** The survey will only be available for a specified date range.

8. **IMPORTANT**: Check **Anonymize Response** and click **Save**:

Survey Termination 

- Default** end of survey message.
- Custom** end of survey message...
- Show Response Summary.
- Redirect** to a full URL, ex. "https://www.qualtrics.com"
- Send additional thank you **email** from a library... When distributed via the Survey Mailer.
- Anonymize Response.** Do NOT record any personal information and remove contact association.

9. Replace **Click to write the question text** with your statement (**xxx should be granted tenure.** - for example):



The screenshot shows a 'Rich Content Editor' window with a 'Piped Text...' tab. The main text area contains the statement 'xxxx should be granted tenure.'. Below the text area, there are three radio button options: 'Click to write Choice 1', 'Click to write Choice 2', and 'Click to write Choice 3'. An 'Edit Question Label' button is also visible.

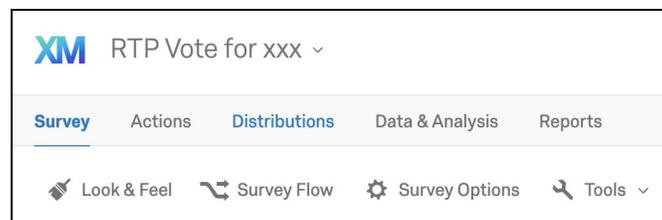
10. Replace **Click to write choice 1, 2, and 3** with **Agree, Disagree, and Abstain**:



The screenshot shows a 'RTP Vote for xxx' question block. The question text is 'xxxx should be granted tenure.'. Below the question text, there are three radio button options: 'Agree', 'Disagree', and 'Abstain'. A gear icon is visible next to the question text, indicating settings for the question.

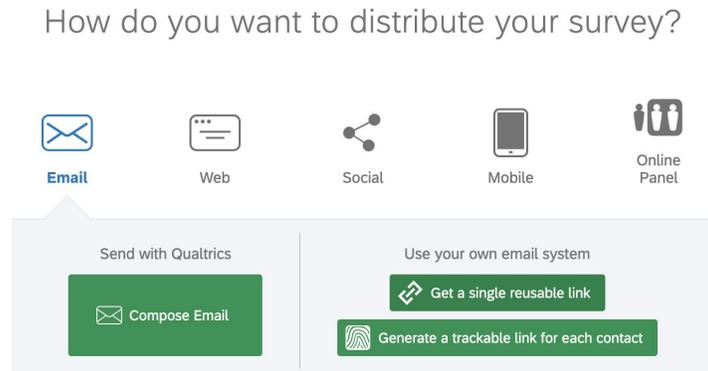
Distributions

1. Click on **Distributions**:



The screenshot shows the survey distribution menu. The menu is titled 'XM RTP Vote for xxx'. The menu items are: 'Survey', 'Actions', 'Distributions', 'Data & Analysis', and 'Reports'. Below the menu items, there are four icons with labels: 'Look & Feel', 'Survey Flow', 'Survey Options', and 'Tools'.

2. Choose **Get a single reusable link**:



3. Copy the URL, and paste it into an email that you have created in your Fordham email account to send to all members of the committee:

Anonymous Survey Link

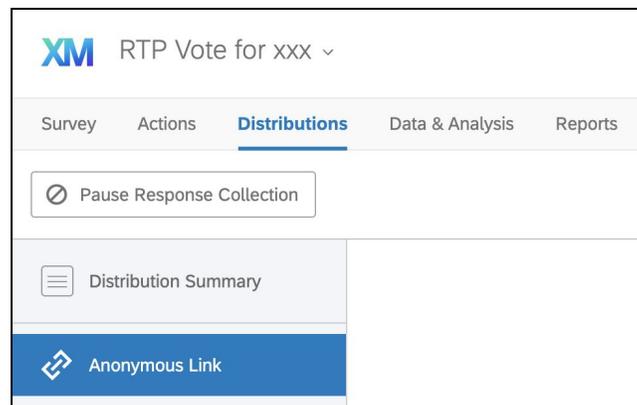
A reusable link that can be pasted into emails or onto a website, and is unable to track identifying information of respondents.

https://fordham.co1.qualtrics.com/jfe/form/SV_aVl4bq1uX6Dfnvf

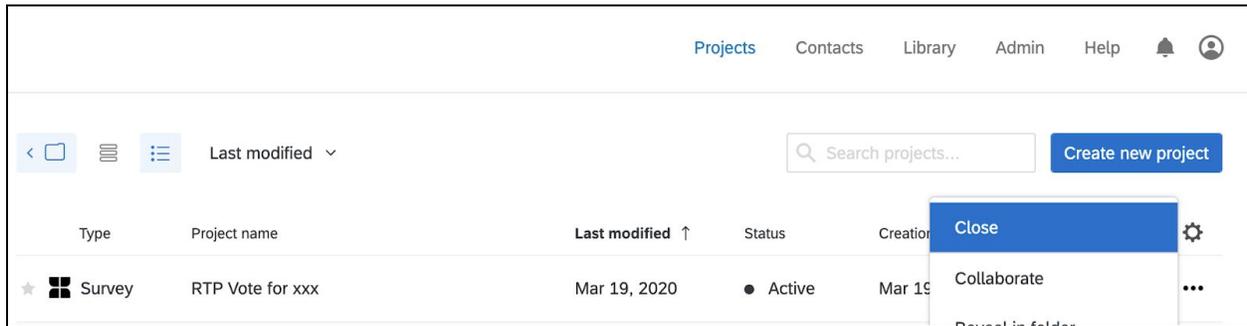
Customize Link

Voting Completed

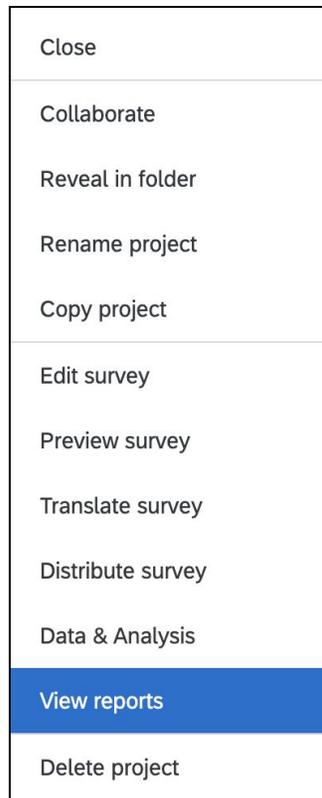
1. When the voting has finished, click the **'XM'** icon in the top left corner:



2. Click the ellipsis (...) to on the right of your survey, and choose **Close**:



3. Click the ellipsis (...) again and choose **View Reports**:



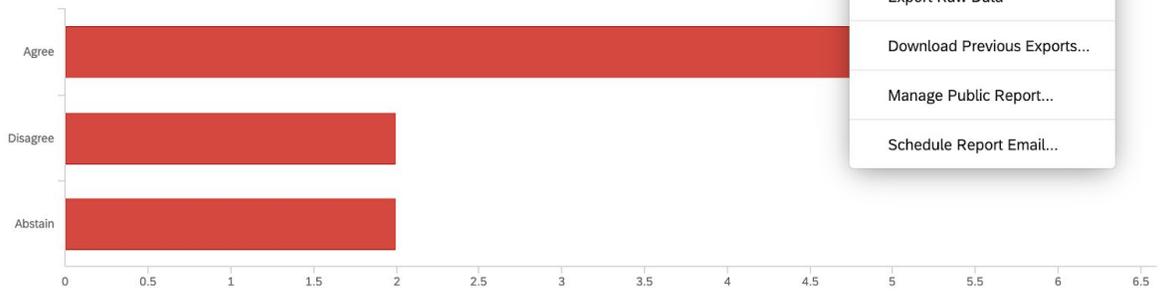
4. Click **Share Report** and choose **PDF Document** to save a copy of the results:

lter ▾

Share Report ▾

Settings ▾

Q1 - xxxx should be granted tenure.



- PDF Document
- Word Document
- PowerPoint Slides
- CSV (Comma Separated)
- Export Raw Data
- Download Previous Exports...
- Manage Public Report...
- Schedule Report Email...

Options ▾