Instructions for Anonymous Balloting
for Secure Collection of Tenure and Promotion Committee Votes
For Local Campus and Palmetto College Campuses T&P Committees
Palmetto College Campuses
University of South Carolina

This procedure is designed to preserve the anonymity and security of votes and ballots for those tenure and promotion committees who wish to maintain anonymous voting. This procedure will allow only authorized parties to access committee member ballots, without allowing those committee members to be identifiable. A committee chair has the option of collecting ballots through email if the committee does not wish to proceed with anonymous voting.

Preparing and Distributing the Ballot

1.   The tenure and promotion committee chair downloads the appropriate ballot from the Palmetto College Campuses Tenure and Promotion electronic submission website at http://saeu.sc.edu/PCCFaculty/tp/electronicTP.html. These ballots have been created so that a computer will not save metadata as the file is modified; therefore no information about users is encoded in the document, allowing for anonymous balloting.

2.   The chair edits this document to include the candidate's name and candidacy and any other relevant information (for example, what promotion is being sought, date of appointment, etc.) and saves the document, following the instructions below to password protecting the ballot.

      To make passwords compatible across various versions of Word, they should be no longer than twenty characters. The chair then distributes this document to all Unit T&P Committee members along with the password. Note that all committee members are given the same password.

      •   For instructions on password protecting a ballot using Word for Windows 2007, please see page 3.
      •   For instructions on password protecting a ballot using Word for Windows 2010, please see page 4.
      •   For instructions on password protecting a ballot using Word for Windows 2013, please see page 6.
      •   For instructions on password protecting a ballot using Word for Mac 2008 and 2011, please see page 8.

3.   Committee members will use the password provided by the tenure and promotion committee chair to open the ballot. After completing the ballot the committee member should save the ballot with the same name and close it. The ballot remains password protected. Thus, all committee members submit a ballot with the same name and with the same password. This file is then sent to the unit administrative assistant designated to receive the ballots.

4.   The administrative assistant renames the received files so that each has a different number (e.g., candidatefile1, candidatefile2, etc.) and copies them to a single folder designated for this purpose. Note that because the files are encrypted, the administrative assistant cannot open the files.

5.   The administrative assistant sends the files to the committee chair. Note that there is no information identifying the committee members in this folder. The Chair tallies the votes for the candidate, preferably working with one other Committee member.

6.   The Committee Chair updates the candidate's Voting Form and creates a single PDF file composed of all the ballots, which is then inserted into the candidate's primary file. Instructions for these two steps are located on the Palmetto College Campuses Tenure and Promotion electronic submission website.

Password Protecting a Word Document in Word for Windows 2007

1. Go to the Office Button, select Prepare > Encrypt Document.
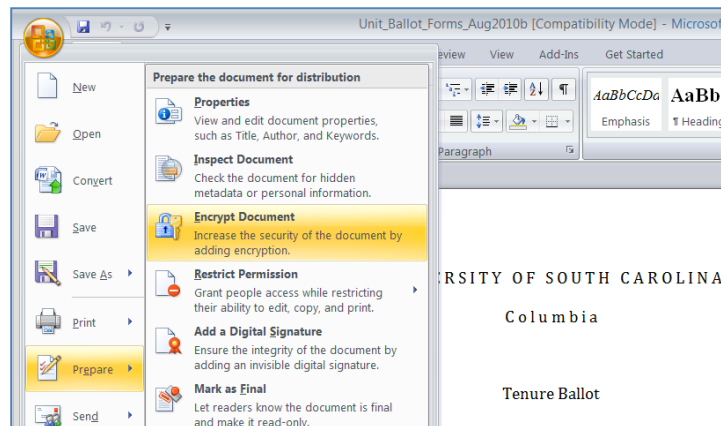
2. An Encrypt Document box will appear. Enter the password you select in the "Password" field and click OK.
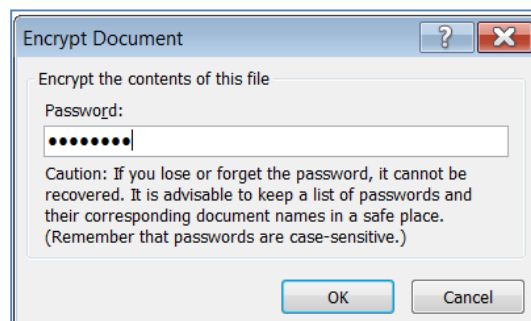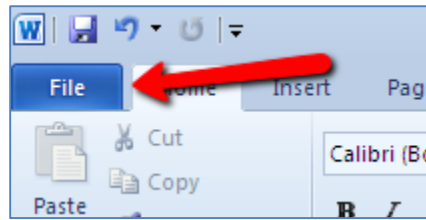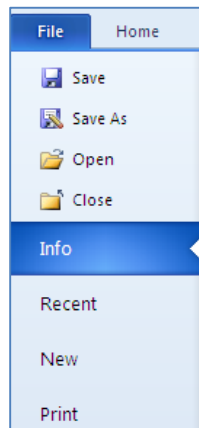

3. Confirm the password and click OK.

4. Save the document and close it.
5. Email the password-protected ballot to those who are eligible to vote.
6. Separately, provide the password to those who are eligible to vote.

Password Protecting a Word Document in Word for Windows 2010

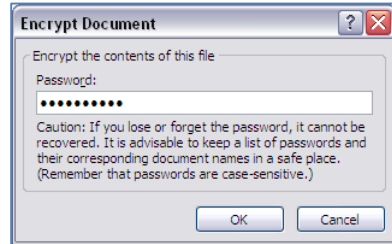1. Click on the File menu.

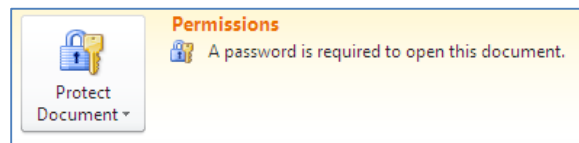2. From the File drop down menu, choose Info.

3. Under Permissions, click on Protect Document and select Encrypt with Password.
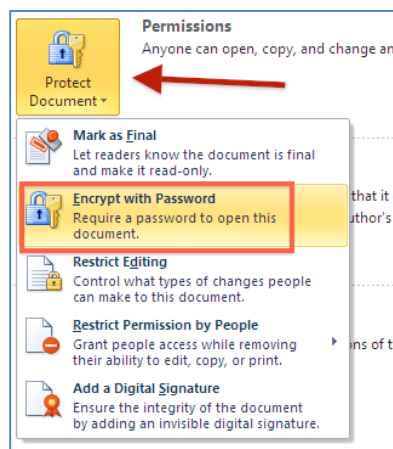
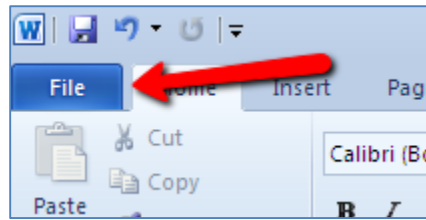4. In the Encrypt Document pane, enter the password in the Password field.

5. Reenter the password in the Confirm Password pane.
6. After you have reentered the password and clicked OK, you will see under Permission "A password is required to open this Document."
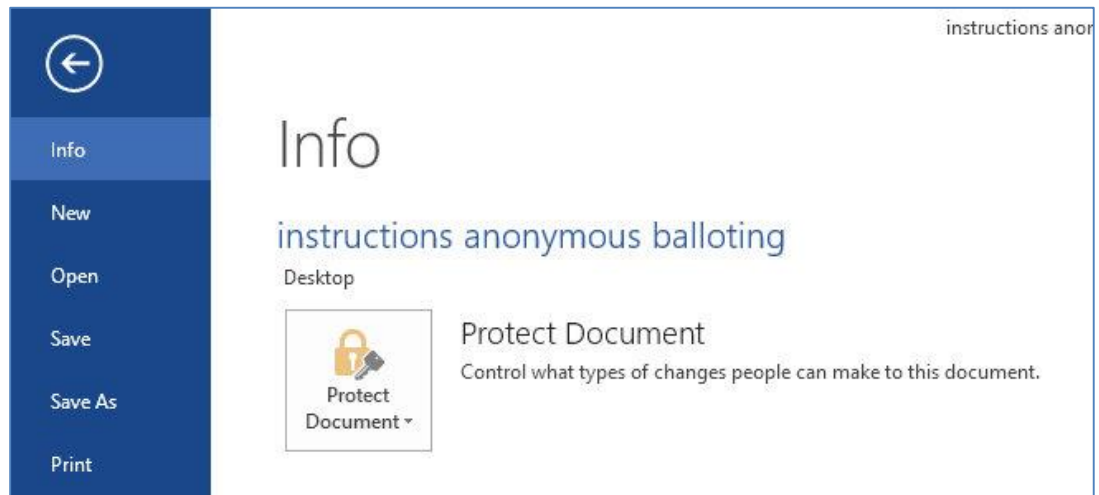

7. Save the document and close it.
8. Email the password-protected ballot to those who are eligible to vote.
9. Separately, provide the password to those who are eligible to vote.

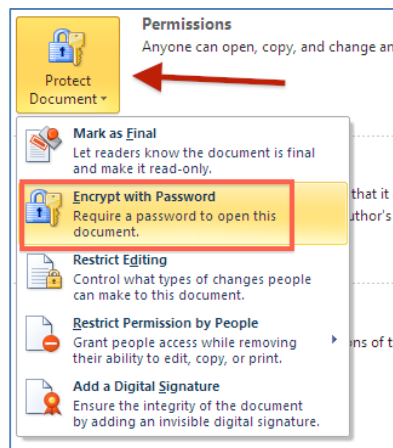**Password Protecting a Word Document in Word for Windows 2013**
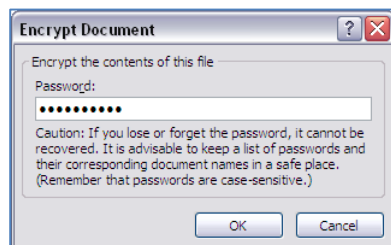
1. Click on the File menu.

2. From the File drop down menu, choose Info.

3. Under Permissions, click on Protect Document and select Encrypt with Password.

4. In the Encrypt Document pane, enter the password in the Password field.

5. You will then need to reenter the password in the Confirm Password pane.
6. After you have reentered the password and clicked OK, you will see under Permission "A password is required to open this Document."
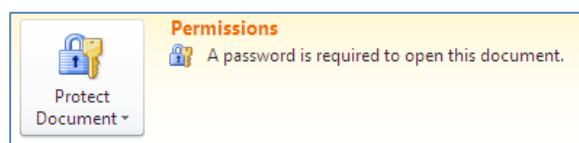
7. Save the document and close it.
8. Email the password-protected ballot to those who are eligible to vote.
9. Separately, provide the password to those who are eligible to vote.

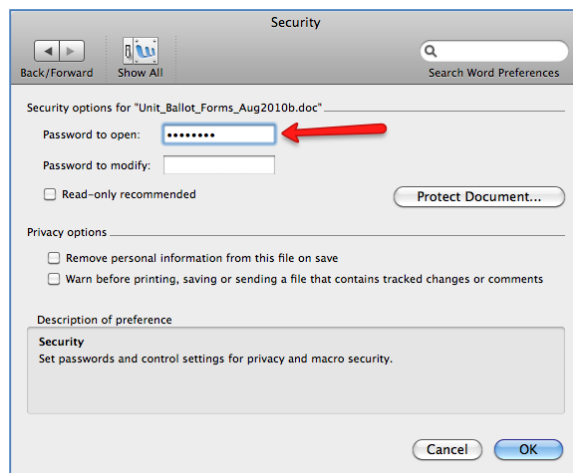**Password Protecting a Word Document in Word for Mac 2008 and 2011**

1. Go to the Word menu and select Preferences.
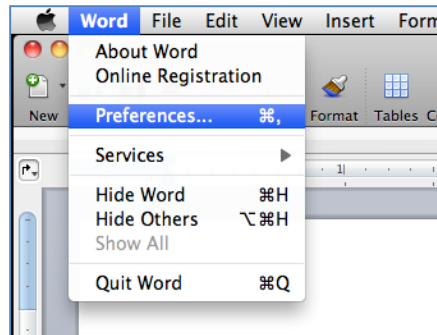
2. Select Security from the Word Preferences.

3. Enter the password in the "Password to open" field and click OK.

4. Confirm the password and click OK

Confirm Password

Reenter password to open:

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Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding document names in a safe place. (Remember that passwords are case-sensitive.)

Cancel   OK

5. Save the document and close it.
6. Email the password-protected ballot to those who are eligible to vote.
7. Separately, provide the password to those who are eligible to vote.