VICE PROVOST BARBARA A. HORWITZ
Academic Personnel

Re: Voting Procedures – Anesthesiology & Pain Medicine

The Committee on Academic Personnel has reviewed the voting procedures for the Department of Anesthesiology and Pain Medicine, School of Medicine. CAP finds the voting procedures appropriate.

Catherine Morrison Paul, Chair
Committee on Academic Personnel

CMP:sb

Enclosure
PROFESSOR CATHERINE MORRISON PAUL, CHAIR
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Anesthesiology and Pain Medicine

Dear Cathy:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Anesthesiology and Pain Medicine in the School of Medicine for review and approval by the Committee on Academic Personnel.

I appreciate your assistance and look forward to receiving your response.

Sincerely,

Barbara A. Horwitz
Vice Provost—Academic Personnel

/clf

c: Associate Dean Edward Callahan
   Chair Peter Moore

Enclosures
April 16, 2007

Edward J. Callahan, Ph.D.
Associate Dean
Academic Affairs

RE: By Law 55 Voting Rights and Academic Federation Voting Groups

Dear Dean Callahan:

Per your request, the Department of Anesthesiology and Pain Medicine has updated the departmental policy regarding Academic Senate Bylaw 55. The voting procedures for our Academic Federation and Academic Senate faculty are submitted for review and approval by CAP.

If you have any additional questions, please contact Nancy Ignacio at 4-5032.

Sincerely,

Peter G. Moore, M.D., Ph.D.
Professor and Chair

PGM:ni
Attachments
Voting Procedures for the Department of Anesthesiology and Pain Medicine: Appointments to New Academic Senate Positions and Merit & Promotion Actions at All Levels

The Department of Anesthesiology and Pain Medicine will follow provisions of voting rights outlined in Title VI (Bylaw 55, Departmental Voting Rights) of Bylaws of the Academic Senate of the University of California

A. Designation of Voting Rights

1. All Academic Senate faculty have the right to vote on all new departmental appointments that confer membership in the Academic Senate. Prior to such a vote, all the non-emeritae/i departmental members of the Academic Senate will be afforded an opportunity to vote and submit their opinions. Their collective opinions will be summarized in the department letter.

2. All Academic Senate faculty, regardless of rank, have the right to vote and submit their opinions on all cases of personnel action (Academic Senate series and Academic Federation series) at the ranks of Assistant Professor, Associate Professor and Professor.

3. For voting purposes, all cases that involve the removal of the Acting modifier from the title of a member of the Academic Senate shall be treated as promotions to the rank in question.

4. All cases of non-reappointments or terminations of Assistant Professors for all Academic Series shall be voted upon by all Academic Senate faculty, regardless of Academic Series.

5. In all instances specified in paragraphs A1 to A4, the vote will occur by secret email ballot and will remain confidential. Votes will be submitted to the departmental academic coordinator. Amendment to the voting procedure requires passage of a 2/3 majority vote of tenured faculty in the department.

B. Emeritae/i members of the Academic Senate retain membership in the departments to which they belonged at the time of their retirement. They do not have the right to vote on departmental matters.

C. Academic Federation faculty will be consulted via secret email ballot on all cases of Academic Senate and Academic Federation personnel action and their opinion reported in the department letter.

D. At the request of a member of the Academic Senate, proposed appointments, merits, appraisals and promotions will be discussed (in strict confidence) at regularly convened faculty meetings. Faculty members will be excused from the meeting during the time that their personnel action is under discussion.

E. In any case where the procedures outlined above are in conflict with Bylaw 55, Bylaw 55 shall prevail as the determining policy.