VICE PROVOST BRUCE B. WHITE
Academic Personnel

Re: Revised Voting Procedures – Department of Animal Science

The Committee on Academic Personnel has reviewed the revised voting procedures for the Department of Animal Science and finds them appropriate.

[Signature]
William H. Casey, Chair
Committee on Academic Personnel

WHC:sb

c: Enclosure
PROFESSOR BILL CASEY, CHAIR  
Committee on Academic Personnel  

RE: Revised Voting Procedures – Department of Animal Science  

Dear Bill:  

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Animal Science in the College of Agricultural and Environmental Sciences for review and approval by the Committee on Academic Personnel.  

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

Sincerely,  

Bruce R. White  
Interim Vice Provost—Academic Personnel  

/Imd  

C: Executive Associate Dean Jim MacDonald  
Chair Mary Delaney  
Analyst Julie Fritz  

Enclosures
1. **MERITS, PROMOTIONS, APPRAISALS:**

Voting on all matters covered in Academic Senate Bylaw 55 is extended to all tenured and non-tenured members of the Academic Senate with appointments in the Department of Animal Science. The Department of Animal Science uses secret ballots when voting on all matters covered in Bylaw 55.

All Academic Senate members, regardless of rank, constitute the voting group for all merits, promotions and appraisals of Academic Senate members. Academic Federation members in the Specialist in Cooperative Extension (CE), Adjunct Professor, or Professional Researcher series will provide opinions and comments on Academic Senate actions but their specific votes will not be tabulated.

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2. **APPOINTMENTS TO NEW ACADEMIC SENATE POSITIONS AT ANY LEVEL**

Recommendations on new Academic appointments are reported to the departmental faculty at a regular faculty meeting. A motion starts action on the report. Discussion is followed by a “show of hands” vote on all amendments as well as the main motion unless a voter requests a secret ballot. Any request for a secret ballot is honored. Once an appointment dossier has been prepared, voting is conducted by secret ballot. The vote is recorded as described above.

3. **DEFERRAL/FIVE YEAR REVIEWS:**

First and second year requests for deferral are the responsibility of the department chair or designee and will follow APM UCD-220E. Third year deferrals and five year reviews require a vote of the faculty as outlined in #1 and will follow APM UCD-220E, Exhibit A.

4. **VOTING PRIVILEGES OF EMERITI FACULTY:**

Emeriti members of the Department of Animal Science have not been extended voting privileges on merit, promotion, appraisal, or appointment actions.

DATE approved: May 29, 2008