VICE PROVOST TOMLINSON-KEASEY:

RE: Revised Voting Procedures for the Department of Chemical Engineering and Materials Science.

The Committee on Academic Personnel has reviewed the voting procedure changes submitted by the Department of Chemical Engineering and Materials Science, following CAP's request for additional information. CAP is pleased to approve the procedures as submitted.

Susan Mann, Chair
Committee on Academic Personnel

SM:bcj

CC: Dean Alan Laub
    Professor S. Riebud
October 9, 1996

TO: Carol Tomlinson-Keasey, Vice Provost
    Academic Planning & Personnel

FR: Phyllis Leavitt-Espinosa, MSO
    Chemical Engineering & Materials Science

Subj: Dr. Subhash Risbud's letter responding to CAP about changes in
       Department voting procedures

Attached is a corrected letter from Dr. Risbud and the vote tally document
that lists the changes made to our Department review procedure for faculty
advancement. Unfortunately the original letter to you and the vote tally had
a typing error that excluded Full Professors at step VIII. I have rechecked the
ballots that were submitted by faculty to insure Full Professors at Step I
through VIII and Professors Above Scale was printed on the ballot. I have
included a voting ballot with my letter.

I must apologize profusely for submitting a document with a typographical
error that significantly changed the intent of the action item. My only excuse
for the error is I relied on spell check and did not proof the content of the
document. Again, I apologize for submitting the original letter with such a
gross error and submit a completely new package.

cc: Laub, Dean of Engr.
    Risbud, Chair
    Dept. faculty

attachments

Tomlinson-Keasey 10/9/96 apology
October 7, 1996

TO: Carol Tomlinson-Keasey, Vice Provost
Academic Planning & Personnel

FR: Subhash H. Risbud, Chair
Chemical Engineering & Materials Science

Subj: Response to CAP about changes in Department voting procedures

The following lists the changes that have been made to our Department review procedure for faculty advancement and appointments document. These changes are being submitted as suggested by CAP in their letter dated August 14, 1996.

1. Paragraph one has been changed to reflect the correct approval step for any future changes in the Department review procedures.

2. The Department has addressed paragraph four by having full professors cast a ballot on the following statement: "Full Professors in the Department of Chemical Engineering & Materials Science agree that Assistant and Associate Professors in the Department have the right to vote on all merit, promotion actions including those for Full Professors at Steps I through VIII and Professors Above Scale". Of the sixteen ballots cast by full professors, fourteen were in favor of this action, one opposed and one ballot was not returned (tally attached). Therefore, all ladder rank faculty members are eligible to vote on all faculty Academic Merit/Promotion packets.

3. The statement "candidates have the right to submit a letter rebutting the departmental letter" has been included in paragraph six.

cc: Dean Laub
Dept. faculty
MSO

attachments

Tomlinson-Keasey 10/7/96 Response to CAP-Dept. Voting Procedure