Re: Voting Procedures – Department of Communication

The Committee on Academic Personnel has reviewed the voting procedures of the Department of Communication that were approved by the faculty on October 17, 2002. CAP approves extension of voting rights to all ladder faculty for merit cases. CAP concurs that the voting procedures conform to Bylaw 55.

Linda F. Bisson, Chair
Committee on Academic Personnel

LFB: sb

C: Dean S. Sheffrin
   Professor R. Bell
To: Dean Steven Sheffrin

From: Robert A. Bell, Chair
       Communication

Re: Department’s Voting Procedures

Date: October 17, 2002

The Communication faculty met this week to review its voting procedures. This meeting was
called to respond to the August 13th request of Linda Bisson, Chair of CAP, that departments
review their procedures to ensure that they are consistent with Bylaw 55.

We believe that our procedures conform with Bylaw 55. We have, however, made one change to
our procedures. The ladder faculty has voted unanimously to extend to all ladder faculty
members the right to vote in all merit cases. Thus, if the change is approved, all ladder faculty
will be eligible to vote in every merit case, regardless of the rank of the candidate or voting
faculty member.

We believe that this change promotes greater democracy and equity within the department and
communicates to junior faculty members that their views are valued. We also believe that this
change is necessitated by the small size of our faculty.

I have attached our revised procedures. Changes have been made only to the first section (1.
Merits, Promotions, Appraisals.)

My colleagues and I urge you to approve these changes.
Department of Communication  
Voting Procedures - October 16, 2002

General

The Department Chair will schedule a meeting to review a candidate’s case. The meeting will be scheduled for such time that all faculty members who are reasonably able to attend may do so.

Except for the candidate whose case is under review, all Senate faculty members in the Department will be invited to attend the meeting. Prior to the review meeting the Chair will make available the appropriate documentation that pertains to the candidate’s case for advancement.

1. **Merits, Promotions, Appraisals**
   
   a. **Promotions.**
   
   Professors have the right to vote on all cases of promotion to the ranks of Professor.
   
   Professors and Associate Professors have the right to vote on all cases of promotion to the ranks of Associate Professor.

   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.

   b. **Merits.**

   Assistant, Associate, and Full Professors shall vote in all cases of advancement within any rank that confers membership in the Academic Senate.

   c. **Reappointment, Termination, and Appraisal of Assistant Professors.**

   All cases of reappointments, terminations, or appraisals of Assistant Professors shall be voted upon by those faculty eligible to vote on promotions to the ranks of Associate Professor.

2. **Appointments to New Faculty Positions at any Level, to Joint Professor Positions at any Level and to Visiting Lecturer and Professional Research Positions:**

   a. **New Faculty or Joint Professor**

   All tenured faculty in the department have the right to vote on all new departmental appointments that confer membership in the Academic Senate. Prior to such a vote, all non-emeritae/i departmental members of the Academic Senate must be afforded an opportunity to make their opinions known to the voters.

   b. **Visiting Lecturer**

   A selection committee will solicit applications from select universities and other UC campuses. The committee will make the decision on the final candidate, without consultation of the remaining faculty.
c. Professional Research Positions:

Faculty who bring in their own extramural grant money for their salaries and who wish to be affiliated with the department can receive a professional research title. The appointment file must be reviewed and voted upon as designated in Item #2a.

3. Deferrals/Five Year Reviews

a. Deferrals:

At the request of the candidate, deferrals are ordinarily handled by the Chair with a vote being taken of the faculty at and above the rank of the candidate. In cases requiring special consideration, the Chair will convene a meeting with the appropriate faculty to discuss and vote on the action. Eligibility to vote is the same as in merit and promotion cases.

b. Five Year Reviews

See Item #1 above.

4. Interdepartmental Transfers and Phased Retirements

See Item #1 above.

5. Voting Privileges of Permanent Faculty

All Academic Senate faculty members have voting privileges on departmental issues except personnel matters covered in Items #1 and #2.

6. Voting Privileges of Emeriti Faculty

Emeriti Faculty are not allowed to vote on departmental issues or personnel matters.

7. Voting Privileges of Phased Retirement Senate Faculty

Faculty on phased retirement have full voting rights on personnel and all other departmental concerns as outlined in Items #1 and #2.

8. Voting Privileges of Lecturers, SOE/Sr. Lecturers, SOE

Professors and Senior Lecturers with Security of Employment (SOE) have the right to vote on all cases of appointment or promotion to the rank of Senior Lecturer, SOE.

Professors, Associate Professors, Senior Lecturers SOE, and Lecturers SOE, have the right to vote on all cases of appointment to the rank of Lecturer SOE.

All cases of advancement shall be voted upon by those persons entitled to vote on promotion or nonreappointment to the rank in question as stated above.

General

In none of the instances specified above (excepting Visiting Lecturer and Visiting Professor positions) may the right to vote be delegated to a committee. The actual method of voting shall
be determined by the eligible votes; subject, however, to the provision that no voter may be denied the option to require a secret ballot. In cases of advancement within rank, the eligible voters for each rank in question shall follow the same procedures used for promotions and non-reappointment.

Recognizing that there may be various grounds for abstention, any faculty member has the right to abstain from the vote.

Consistent with the requirements of confidentiality and the policies and procedures of the University, the Chair will report the vote and will provide a brief account of dissenting and abstaining votes in the Chair's letter to the Dean.

The Chair will then disclose to the individual involved the nature of the departmental recommendation following procedures and confidentiality as outlined in APM 220-80 and APM 160-20.