VICE PROVOST BRUCE R. WHITE
Academic Personnel

Re: Voting Procedures – Department of Dermatology

The Committee on Academic Personnel has reviewed the voting procedures for the Department of Dermatology, 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 Dermatology

Dear Cathy:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Dermatology in the School of Medicine for a second 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 Fu-Tong Liu

Enclosure
The following voting procedures apply to all faculty appointment, merit, appraisal and promotion actions for the Regular, In-Residence, Clinical X, Adjunct, and Health Sciences series. For actions on assistant professor titles, all Academic Senate faculty will vote. For actions on associate professor titles, associate and full professors in the Academic Senate will vote. For actions on full professor titles, only full professors in the Academic Senate will vote.

All cases of non-reappointments or terminations of assistant professors in all series will be voted upon by associate professors and above in all Academic Senate series.

Emeriti/ae members of the Academic Senate in the Department do not have the right to vote on personnel actions. They may be consulted on other departmental issues.

These voting procedures do not apply to voluntary clinical faculty and MSP physician titles. Faculty members who hold a primary appointment in another academic unit and a courtesy/secondary appointment (WOS) in the Department of Dermatology will not vote on Department of Dermatology actions.

Members of the Academic Federation are consulted regarding the quality of a Senate Faculty Member’s record. However, Academic Federation Members do not vote on these actions.

All voting will be completed on written, secret ballots, via e-mail or in person.

I. Review of Dossier

The Department letter shall contain a comprehensive account of that part of the candidate’s dossier that is relevant to the action. It shall also include a careful evaluation of the strengths and weaknesses of the candidate’s academic record, providing constructive guidance necessary for a faculty member’s continued satisfactory progression. The Chair will distribute the draft department letter and dossier to all eligible voting faculty, soliciting their comments and observations for incorporation into the final department letter.
II. Voting

Members of the Academic Senate (Regular/Ladder Rank, In-Residence, and Clinical X Series) will vote on all academic actions, both Academic Senate and Academic Federation, according to their seniority.

Members of the Academic Federation will vote only on Academic Federation actions, according to their seniority. Academic Federation members in the Department of Dermatology include Adjunct Professor, Health Sciences Clinical Professor*, Professional Research, and Project Scientist titles.

These voting procedures have been approved the Academic Senate faculty and will take effect on July 1, 2007.

- See Academic Federation Peer Group Guidelines Section 2.b.

Approved:

Dr. Fu-Tong Liu, Chair and Professor
Department of Dermatology

[Signature]

Date 6/8/07

Edward J. Callahan, PhD
Associate Dean
School of Medicine

[Signature]