VICE PROVOST MAUREEN STANTON
Academic Affairs

Re: Earth & Planetary Sciences Revised Voting Procedures

The Committee on Academic Personnel (CAP) has reviewed the revised voting procedures submitted by Department of Earth and Planetary Sciences and finds them appropriate.

Trish J. Berger, Chair
Committee on Academic Personnel
PROFESSOR Trish Berger, CHAIR
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Earth and Planetary Sciences

Dear Trish:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Earth and Planetary Sciences for review and approval by the Committee on Academic Personnel.

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

Sincerely,

Maureen L. Stanton
Vice Provost—Academic Affairs
Professor—Evolution and Ecology

/Imd

Enclosure

c: Interim Dean Navrotksy
   Acting Chair Kellogg
   Analyst Hamiel
January 29, 2014

Dr. Alexandra Navrotsky, Dean
Division of Mathematical and Physical Sciences
College of Letters & Science

Dear Dean Navrotsky:

With this memo, the Department of Earth & Planetary Sciences recommends changes to our voting procedures. Our current approved voting procedures, and the proposed revised voting procedures, are attached. The revised voting procedures were proposed and discussed in a faculty meeting. A written confidential ballot was then held on the proposed revisions. Of the 32 faculty eligible to vote, 23 voted. Of the 9 who did not vote, 6 are emeritus and 2 are WOS appointments and do not ordinarily vote, and one (the dean) recused herself from the vote.

The 23 votes were all in favor of the proposed changes, with 0 no votes and 0 abstaining.

**Background and context:** Unlike other departments in MPS (and across most of campus) the EPS (formerly Geology) department has extended full voting rights to emeriti faculty. By tradition, however, the emeriti historically usually have not exercised their voting rights. Over time, as we have larger numbers of active emeriti, this led to an apparent (but not actual) lack of engagement by our faculty in official votes.

The emeriti recommended that we correct this by making a change to our voting procedures, such that emeriti would hold a non-voting advisory role. This proposed change brings our voting procedures in line with the rest of MPS and most of campus. The change in text is drawn from the approved voting procedures of another department.

Please let me know if you have any questions or concerns.

Sincerely yours,

Louise Kellogg
Acting Chair

I CONCUR:

Alexandra Navrotsky, Interim Dean
Division of Mathematical & Physical Sciences
Existing Voting Procedures

DEPARTMENT OF GEOLOGY
VOTING PROCEDURES 7/30/09

1. MERITS, PROMOTIONS, APPRAISALS:

All Associate and Full Professors, Lecturers (SOE) and Senior Lecturers (SOE), and Emeriti in residence are eligible to vote on all merit and promotion decisions.

In the meeting, the case is discussed and recommendation is proposed, and voting will occur within a week after the meeting. Because our department is small, it is not possible to tally the votes by rank of the voter without compromising the secrecy of the ballot. A ballot form will be provided to each eligible voting member. Ballots are submitted using an anonymous ballot process to ensure confidentiality.

For normal merits (not accelerations or promotions) the faculty will not meet unless one (eligible voting) member of the faculty requests a meeting for discussion (only) of the action. After individual inspection of the files, voting will be accomplished within a week with an anonymous ballot system.

A faculty member unable to attend a meeting may, up to the voting deadline date, leave a written opinion and/or a proxy vote with the Chair.

All files are made available for inspection by all eligible faculty one week in advance of the vote; eligible faculty will be given one week to submit a vote after file is made available for inspection.

2. APPOINTMENTS TO NEW FACULTY POSITIONS AT ANY LEVEL, TO JOINT PROFESSOR POSTIONS AT ANY LEVEL, AND TO VISITING LECTURER AND PROFESSIONAL RESEARCH POSITIONS:

All Academic Senate faculty members and Emeriti in residence vote.

3. DEFERRALS/FIVE YEAR REVIEWS:

See #1 above.

4. INTERDEPARTMENTAL TRANSFERS AND PHASED RETIREMENTS:

All Academic Senate faculty members and Emeriti in residence vote.

5. VOTING PRIVILEGES OF PERMANENT FACULTY:

All Academic Senate Faculty members and Emeriti in residence have voting privileges on departmental issues except personnel matters covered in Item #1.

6. VOTING PRIVILEGES OF EMERITI FACULTY:

See #1 and #4 above.

7. VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY:

See #1 and #4 above.

8. VOTING PRIVILEGES OF LECTURERS, SOE/SR. LECTURERS, SOE:

See above #1 and #4 above.

Peter Schiffman, Chair 3/10/09
1. **MERITS, PROMOTIONS, APPRAISALS:**

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

Emeriti Faculty do not vote on departmental or on personnel matters. Emeriti have the same right to receive the same notice of meetings as other Academic Senate members. They have the right of access to materials relevant to those meetings, the privilege of the floor at those meetings, and the right to make their opinions known to the voting members. Emeriti who have been recalled to service, regain their voting rights on all departmental matters, except personnel matters, during the period of such service.

7. **VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY:**

See #1 and #4 above.

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See above #1 and #4 above.

Signed for the Chair: [Signature]

Louise Kellogg, Acting Chair 01/30/14
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