DON ABBOTT, Chair
East Asian Languages & Cultures

Re: Voting Procedures – East Asian Languages & Cultures

The Committee on Academic Personnel has reviewed the proposed voting procedures for the Department of East Asian Languages and Cultures, and finds the procedures acceptable.

Thomas L. Morrison, Chair
Committee on Academic Personnel

TLM: sb

c: Dean E. Langland
   Vice Provost B. Horwitz
June 10, 2004

Elizabeth Langland, Dean
Humanities, Arts, & Cultural Studies

Dear Dean Langland:

Attached please find the revised voting procedures of the Department of East Asian Languages and Literatures. I call your attention to item number 1 which contains the most substantial change. This revision is intended to ensure that untenured colleagues are able to participate, but not vote, in personnel actions. At the suggestion of Vice Provost Horwitz we have also added item number 10 to make it clear who votes on Non Senate Faculty personnel actions. If you have any questions or concerns about these revisions please feel free to contact me.

Cordially,

Don Abbott, Chair
Department of East Asian Languages and Cultures
Voting Procedures

1. MERITS, PROMOTIONS, APPRAISALS:
   All Academic Senate faculty are invited to review all personnel actions and to provide
   confidential written comments to the Chair. Only those Academic Senate members qualified to
   vote on a particular case, according to the specifications given below may review letters obtained
   under the promise of confidentiality. The voting members may approve of, disapprove of, or
   abstain on the proposed personnel action.

   Professors vote on all Professors, Sr. Lecturers (SOE), Associate Professors, Lecturers (SOE),
   and Assistant Professors

   Associate Professors vote on all Associate Professors, Lecturers (SOE), and Assistant Professors

   Assistant Professors vote on all Assistant Professors

2. APPOINTMENTS TO NEW FACULTY POSITIONS AT ANY LEVEL, TO
   JOINT PROFESSOR POSITIONS AT ANY LEVEL, AND TO VISITING
   LECTURER AND PROFESSIONAL RESEARCH POSITIONS:
   Same as #1 and #9

3. DEFERRALS:
   At the discretion of the Chair.

4. FIVE YEAR REVIEWS:
   Same as #1 and #9

5. INTERDEPARTMENTAL TRANSFERS AND PHASED RETIREMENTS:
   See #1 and #9

6. VOTING PRIVILEGES OF PERMANENT FACULTY:
   All Academic Senate faculty members have voting privileges on departmental issues except
   personnel matters covered in items #1 and #8.

7. VOTING PRIVILEGES OF EMERITI FACULTY
   None.

8. VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY:
   See #1 and #9

9. VOTING PRIVILEGES OF LECTURERS, SOE/SR. LECTURERS, SOE
   Sr. Lecturers (SOE) vote on all Sr. Lecturers (SOE) and Lecturers (SOE) Lecturers (SOE) vote on
   all Lecturers (SOE)

10. NON SENATE FACULTY PERSONNEL REVIEWS:
    All Assistant Professors, Associate Professors, and Professors vote on Non Senate faculty 4th-year
    (12 quarters) and 6th-year (18 quarters) reviews.