VICE PROVOST BARBARA A. HORWITZ
Academic Personnel

Re: Voting Procedures – Department of Emergency Medicine

The Committee on Academic Personnel has reviewed the voting procedures for the Department of Emergency Medicine. CAP finds the voting procedures appropriate.

Catherine Morrison Paul, Chair
Committee on Academic Personnel

CMP: sb

Enclosure
MEMORANDUM

TO: Lydia Howell, MD
    Associate Dean for Academic Affairs

FROM: Timothy Albertson, MD, MPH, PhD
      Chair, Department of Emergency Medicine

SUBJECT: Voting Procedures

Attached please find proposed voting procedures for both the Academic Senate and the Academic Federation in the new Department of Emergency Medicine. Of the thirteen members of the Academic Senate faculty in the Department of Emergency Medicine, eleven voted in favor of the procedures and 2 abstained. Of the eleven members of the Academic Federation, nine voted in favor of the procedures and 2 abstained.

I authorize the Department of Emergency Medicine to begin voting on academic actions under the attached procedures.

Lydia Howell, MD  8/21/04

Date
DEPARTMENT OF EMERGENCY MEDICINE
DESIGNATION OF VOTING RIGHTS

Appointments

1. All tenured faculty (Associate Professors and Professors) have the right to vote on all new appointments that confer membership in the Academic Senate (Regular, In Residence and Clinical (____) Series) at any rank.

2. Voting privileges on appointments will be extended to all Academic Senate members of the Department at all ranks (Instructors, and Assistant) and titles (In Residence and Clinical (____) Series).

Promotion

1. Professors have the right to vote on all cases of promotion to the rank of Professor, Professor In Residence or Professor of Clinical (____).

2. Professors and Associate Professors have the right to vote on all cases of promotion to the ranks of Associate Professor, Associate Professor In Residence, Associate Professor of Clinical (____).

3. Voting privileges on promotions will be extended to all Academic Senate members of the Department at all ranks and titles (In Residence and Clinical (____) Series).

Merit Advancement

1. All cases of merit advancement within any rank in the Regular, In Residence or Clinical (____) Series (Academic Senate Members) shall be voted upon by those persons in the Regular Series within the same rank or above regardless of step (i.e. a Professor, Step 1 can vote on a Professor, Step V).

2. Voting privileges on merit advancements will be extended to all Academic Senate members of the Department at all ranks and titles (In Residence and Clinical (____) Series).

Non-reappointments or Terminations

1. Non-reappointments or terminations of Assistant Professor, Assistant Professor In Residence, Assistant Professor of Clinical (____) shall be voted on by Professors and Associate Professors.

2. Voting privileges on non-reappointments or terminations will be extended to all Academic Senate members of the Department at all ranks and titles (In Residence and Clinical (____) Series).
**Removal of Acting Modifier**

1. 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.

**Emeritae/i Faculty**

1. Emeritae/i faculty while on recall will be extended the right to vote on personnel matters.

**Voting**

Voting will be conducted via e-mail ballot sent to the personnel coordinator of academic affairs for the Department. Summaries will be provided with the ballot and the full dossier will be available in the Department of Emergency Medicine, Academic Personnel Office throughout the voting period. All Academic Federation faculty members (Adjuncts, Researchers and Salaried Clinical Series) will be consulted on all the above matters.
PROFESSOR CATHERINE MORRISON PAUL, CHAIR
Committee on Academic Personnel

RE:   Voting Procedures – Department of Emergency Medicine

Dear Cathy:

I am forwarding the proposed Academic Senate Voting Procedures for the Department of Emergency Medicine in the School of Medicine for review and approval by the Committee on Academic Personnel. It has recently come to our attention that the procedures proposed in August of 2004 were never formally approved.

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

Sincerely,

Barbara A. Horwitz
Vice Provost—Academic Personnel

/cdf

c:   Renee Korte
     Associate Dean Callahan

Enclosures