VICE PROVOST BARRY KLEIN

RE: Voting Procedures – Department of Environmental Toxicology

The Committee on Academic Personnel has reviewed the voting procedures submitted by the Department of Environmental Toxicology, and is pleased to approve the procedures as submitted. CAP thanks the Chair for the timely and conscientious response.

D. A. Phillips, Chair
Committee on Academic Personnel

DAP: sb

c: Executive Associate Dean J. MacDonald
Professor M. Miller
September 13, 1999

TO:    Connie Melendy, Assistant Dean
       College of Agricultural and Environmental Sciences

FROM:  Marion Miller
       Chair

RE:    Statement of Departmental Voting Procedures - Revised

This Department will follow these procedures in preparing recommendations for appointment, merit and promotions, deferrals/give year reviews, interdepartmental transfers, phased retirements, and appraisals for eligible faculty. This statement was approved by vote of all Academic Senate faculty (represented vote attached).

The eligible faculty member is first contacted by, or in some cases takes the initiative to contact, the Department Chair regarding options, and a plan is then formulated for merit or promotion actions. The faculty member is asked to furnish materials related to teaching, research, and service activities for preparation of the dossier by the Department Chair and Principal Staff Assistant. It is the faculty member’s responsibility to see that these are complete. When required, outside letters of evaluation are requested by the Chair from experts in the individual's field of activity. Solicitations will be made from names selected from among those suggested by the candidate plus additional ones identified by the Chair.

In the case of appointments a Search Committee is recommended by the Chair and appointed by the Dean to assist in preparing materials for the recommendation of the candidate and also to conduct the search and selection process. The faculty of the department have a responsibility to assist the Department Chair in preparing the departmental appointment letter. Voting procedures will be followed as stated below.

For appointments, merits, promotions, deferrals/five year reviews, interdepartmental transfers, phased retirements and appraisals of Academic Senate faculty, all departmental faculty participate in the dossier review and recommend to the Department Chair suitability for the action. Academic Senate faculty are then asked to vote, and all other Faculty (Federation and Emeriti) are asked to comment on the action. The Department Chair includes the vote, segregated by categories into professorial at or above the requested rank, and professorial below the requested rank (full and part-time, including WOS), and comments, in the letter of recommendation to the Dean. The letter is prepared with the advice and input of all Faculty. A copy of the Departmental letter with vote distribution (without names), and all materials to be forwarded relative to the action are made known to the eligible faculty member, including a copy of outside letters (redacted) per University requirements, and he/she is informed of the steps through which the dossier will go.

Noted:

James D. MacDonald
Executive Associate Dean
1. **Merits, Promotions, Appointments, Deferrals/five year Reviews, Interdepartmental Transfers, Phased Retirements, and Appraisals for Academic Senate Faculty:**

   All department faculty participate in the dossier review and recommend to the Department Chair suitability for the action. Academic Senate Faculty are then asked to vote, and all other Faculty are asked to comment on the action (Academic Federation and Emeriti.) The Department Chair includes the vote, segregated by categories into professorial at or above the requested rank, and professorial below the requested rank (full and part-time, including WOS), and comments, in the letter of recommendation to the Dean.

2. **Merits, Promotions, Deferrals/five year Reviews, and Appraisals for Cooperative Extension Specialists (Academic Federation) faculty:**

   The Pest Management Peer Group will participate in the dossier review and recommend to the Department Chair suitability for the action. The Pest Management Peer Group are then asked to vote on the action. Academic Senate and Academic Federation faculty and Emeriti are asked to review and comment on the action. The Department Chair includes the vote and comments in the letter of recommendation to the Dean. All other procedures are the same as for Academic Senate faculty.

   **Appointments, interdepartmental Transfers, Phased Retirements for Cooperative Extension Specialists (Academic Federation) faculty:**

   All department faculty participate in the dossier review and recommend to the Department Chair, suitability for the action. Academic Senate faculty and Cooperative Extension Faculty are then asked to vote, and all other Academic Federation faculty and Emeriti are asked to comment on the action. All other procedures are the same as for Academic Senate Faculty.

3. **Merits, Promotions, Appointments, Deferrals/five year Reviews, Interdepartmental Transfers, Phased Retirements, and Appraisals for all other Academic Federation faculty:**

   All department faculty participate in the dossier review and recommend to the Department Chair, suitability for the action. Academic Senate faculty are then asked to vote, and all other faculty are asked to comment on the action (Academic Federation and Emeriti.) All other procedures are the same as for Academic Senate Faculty.

4. **Voting Privileges of Academic Senate Faculty:**

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

5. **Voting Privileges of Emeriti Faculty:**

   None

6. **Voting Privileges of Academic Federation Faculty:**

   None except as noted above in #2 above.

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For merits, promotion, deferrals/five year reviews and appraisals for Cooperative Extension Specialists, the Pest Management Peer Group will participate in the dossier review and recommend to the Department Chair suitability for the action. The Pest Management Peer Group are then asked to vote on the action. Academic Senate and Academic Federation faculty and Emeriti are asked to review and comment on the action. The Department Chair includes the vote and comments in the letter of recommendation to the Dean. All other procedures are the same as for Academic Senate faculty.

For appointments, interdepartmental transfers and phased retirements for Cooperative Extension Specialists, all department faculty participate in the dossier review and recommend to the Department Chair, suitability for the action. Academic Senate faculty and Cooperative Extension Faculty are then asked to vote, and all other faculty are asked to comment on the action (Academic Federation and Emeriti.) All other procedures are the same as for Academic Senate Faculty.

For merits, promotions, appointments, deferrals/five year reviews, interdepartmental transfers, phased retirements, and appraisals of all other Academic Federation faculty, all Department faculty participate in the dossier review and recommend to the Department Chair suitability for the action. Academic Senate faculty are then asked to vote, and all other Academic Federation faculty and Emeriti are asked to comment on the action. All other procedures are the same as for Academic Senate Faculty.

When substantive additional information relative to the merit/promotion action are made known to the Department Chair after the letter and dossier have been forwarded, this additional information is then sent as an addendum to the letter, again with contents being made known to the faculty member under consideration.

MM/sb

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cc: faculty