October 13, 1999

VICE PROVOST BARRY KLEIN

RE: Voting Procedures – Department of Food Science and Technology

The Committee on Academic Personnel has reviewed the voting procedures submitted by the Department of Food Science and Technology, and is pleased to approve the procedures as submitted. CAP assumes that the exclusion of emeriti/ae faculty from voting on personnel matters applies to all categories of personnel actions. If this is not the case, please have a clarification submitted.

CAP thanks the Chair for the timely and conscientious response.

\[\text{D. A. Phillips, Chair} \]
\[\text{Committee on Academic Personnel} \]

DAP: sb

c: Executive Associate Dean J. MacDonald
   Professor C. Shoemaker
To: Connie Melendy

From: Charles F. Shoemaker

Subject: Department Voting Procedures

Attached is a copy of our department voting procedures, re-submitted in accordance with the format requested by CAP in their May 17, 1999 memo to Vice Provost Klein.

There are no changes in our procedures since they were approved on Dec. 4, 1996 by CAP, only the format is different. That date is indicated at the top of the procedures.

Attachment

Noted:

James D. MacDonald
Executive Associate Dean
Department of Food Science and Technology

Voting Procedures
(Approved by CAP Dec. 4, 1996)

1. Merits, Promotions, Appraisals

All tenured faculty have the right to vote on all merit/promotion/appraisal actions within the professorial rank they hold, and on decisions concerning lower ranks. Votes from professorial ranks below the proposed action will be invited and reported separately. Votes from Assistant Professors will be invited and reported separately. Votes from Cooperative Extension faculty at all ranks will be invited and reported separately.

2. Appointments to New Faculty positions at any level, to joint professor positions at any level, and to visiting lecturer and professional research positions.

See 1. above

3. Deferrals/five year reviews

See 1. above

4. Interdepartmental transfers and phased retirements

See 1. above

5. Voting privileges of permanent faculty

See 1. above

6. Voting privileges of emeriti faculty

Emeriti faculty do not have voting privileges.

7. Voting privileges of phased retirement senate faculty

See 1. above.

8. Voting privileges of Lecturers, SOE/Sr. Lecturers, SOE

Votes from Lecturers, SOE and Sr. Lecturers, SOE will be invited and reported with votes from Cooperative Extension faculty to retain anonymity.