VICE PROVOST BARRY KLEIN

RE: Voting Procedures – Department of History

The Committee on Academic Personnel has reviewed the voting procedures submitted by the Department of History, 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.

D. A. Phillips, Chair
Committee on Academic Personnel

DAP: sb

c: Dean S. Shefrin
Professor D. Brower

October 13, 1999

[Handwritten note]
Noted
10/27/99
September 28, 1999

To: Steve Sheffrin, Dean Social Sciences  
    College of Letters and Sciences  
From: Dan Brower, Chair  
Re: History Dept. Voting Procedures

The enclosed document contains the department's voting procedures. Its major points were spelled out in a communication from Professor Margadant, then chair, to Vice-Provost Tominson-Keasey, and were approved by her on 24 April 1996. I circulated it via email among all the ladder faculty for their comments and agreement; hearing no objections, I'm sending it on.
1. MERITS, PROMOTIONS, APPRAISALS

All tenured professors vote. Non-tenured professors vote on assistant professor personnel actions, except cases for promotions to tenure. All associate professors vote on actions at all steps of the associate professor rank as well as the assistant professor ranks. They also vote on promotions from assistant professor. All full professors vote on actions at all steps of the professorial rank, including promotions from associate professor and advancement from step V professor to VI and above. They also vote on all promotions to tenure-track positions at all levels. No absentee vote will be recorded in cases of promotions or merit advancement.

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

All Academic Senate faculty vote.

3. DEFERRALS/FIVE-YEAR REVIEWS

Consideration of deferrals and five-year reviews follow the guidelines of the Academic Personnel Manual.

4. INTERDEPARTMENTAL TRANSFERS AND PHASED RETIREMENTS

All Academic Senate faculty vote.

5. VOTING PRIVILEGES OF PERMANENT FACULTY

All Academic Senate faculty members have voting privileges on departmental issues; personnel matters follow the procedures indicated in Item #1.

6. VOTING PRIVILEGES OF EMERITI FACULTY

Emeriti faculty do not have voting privileges.

7. VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY

All Academic Senate faculty on phased retirement have full voting rights on personnel and all other departmental concerns.

8. VOTING PRIVILEGES OF LECTURERS

Not applicable at this time. Will submit revised procedure if necessary.