February 8, 1995

ACTING VICE PROVOST HIMELFARB:

RE: Revised Voting Procedures - Section of Microbiology.

In view of Chair Stephen C. Kowalczkowski's response of January 17, 1995 to the request for additional information, the Committee on Academic Personnel approves the voting procedures of the Section of Microbiology, Division of Biological Sciences, which were adopted on November 11, 1994.

John Poulos, Chair
Committee on Academic Personnel

JP:bcj

CC: Interim Dean M. McNamee
Professor S. Kowalczkowski

noted 2/9/95
Ag 7/4
17 January 1995

HARVEY HIMELFARB
Acting Vice Provost--Faculty Relations

Dear Vice Provost Himelfarb:

The number of faculty who are able to vote on the voting procedures for the Section of Microbiology includes 7 full Professors (Artz, Baumann, Kowalczykowski, Manning, Meeks, Privalsky, and Villarejo) and 2 Associate Professors (Klionsky and Nelson). Given the small number of Associate Professors involved, separate reporting of the vote could breach the confidentiality of the vote. For this reason, aggregation of the vote was necessary.

Votes were cast by using ballots that were sealed in blank envelopes which, in turn, were contained within larger envelopes that were signed on the outside. The inner envelopes were removed and counted randomly in the presence of the Section's MSO. I believe that this procedure complies with By-Law 55.

If you have any further questions, please let me know.

Sincerely,

[Signature]

Stephen C. Kowalczykowski
Professor and Chair

c: Interim Dean McNamee
January 9, 1995

PROFESSOR STEPHEN KOWALCZYKOWSKI, CHAIR
Section of Microbiology

The Committee on Academic Personnel requests the following additional information concerning the voting procedures for the Section of Microbiology:

1. Since the full professors, the associate professors, and the senior lecturers (SOE) have extended voting rights on all academic personnel actions to faculty in the lecturer with security of employment series, the vote of the full professors, the associate professors, and the senior lecturers (SOE) must be separately reported. In addition, the number of faculty entitled to vote on this question in each series (i.e., full professors, associate professors and senior lecturers, SOE) must be reported. If separate reporting would breach the confidentiality of the vote, the department chair may aggregate the vote. However, when the chair aggregates the votes to maintain confidentiality, the chair must provide a statement demonstrating why aggregation was necessary to maintain confidentiality.

2. Was the vote to extend voting rights to the lecturer with security of employment series case by secret ballot as required by By-Law 55?

I would appreciate your prompt attention to this request.

Harvey Himelfarb
Acting Vice Provost--Faculty Relations

HH:lb

cc: Interim Dean M. McNamee
ACTING VICE PROVOST HIMELFARB:

RE: Request for Additional Information on Revised Voting Procedures - Section of Microbiology.

The Committee on Academic Personnel cannot approve the voting procedures of the Section of Microbiology, Division of Biological Sciences, without the following additional information:

1. Since the full professors, the associate professors, and the senior lecturers (SOE) have extended voting rights on all academic personnel actions to faculty in the lecturer with security of employment series, the vote of the full professors, the associate professors, and the senior lecturers (SOE) must be separately reported. In addition, the number of faculty entitled to vote on this question in each series (i.e., full professors, associate professors and senior lecturers, SOE) must be reported. If separate reporting would breach the confidentiality of the vote, the department chair may aggregate the vote. However, when the chair aggregates the votes to maintain confidentiality, the chair must provide a statement demonstrating why aggregation was necessary to maintain confidentiality.

2. Was the vote to extend voting rights to the lecturer with security of employment series cast by secret ballot as required by By-Law 55?

John Poulos, Chair
Committee on Academic Personnel

JP:bcj
December 6, 1994

HARVEY HIMELFARB
Acting Vice Provost - Faculty Relations

Dear Harvey,

The Section of Microbiology has requested a revision in their voting procedures. I am requesting approval of extension of voting rights as indicated in Chair Kowalczykowski's letter.

Thank you for your consideration.

Sincerely,

Mark G. McNamee
Interim Dean

MGM:jcj
Attachments
November 30, 1994

INTERIM DEAN MARK McNAMEE  
Division of Biological Sciences

Subject: Academic Voting Rights

Dear Interim Dean McNamee:

I write to inform you that by a written vote of 9 in favor, 0 against, the eligible faculty in the Section of Microbiology have agreed to extend voting rights on all academic personnel actions to faculty in the Assistant Professor series.

Also, by a written vote of 6 in favor, 3 against, the eligible faculty in the Section of Microbiology have agreed to extend voting rights on all academic personnel actions to faculty in the Lecturers with Security of Employment series.

Sincerely,

[Signature]

Stephen C. Kowalczykowski
Chair

(vote mgm)
CONFIDENTIAL

BALLOT

SECTION OF MICROBIOLOGY
DIVISION OF BIOLOGICAL SCIENCES

November 11, 1994

I agree: __________

I disagree: __________

with the proposal to extend voting rights on all personnel actions in the Section of Microbiology to faculty in the Assistant Professor Series.

I agree: __________

I disagree: __________

with the proposal to extend voting rights on all personnel actions in the Section of Microbiology to Lecturers with Security of Employment.