December 28, 1987

DR. GABOR:

The Committee on Academic Personnel has reviewed your departmental voting procedures. The Committee finds that they conform to the requirements of By-Law 55.

The procedures are approved as written.

Francisco J. Samaniego
Assistant Vice Chancellor--
Academic Affairs

FJS:LS:mk

cc: Dean H. Williams
Executive Associate Dean J. Castles
Committee on Academic Personnel

Dr. Andrew J. Gabor
MED:Neurology
UCD-MC
TO: Francisco J. Samaniego
   Assistant Vice Chancellor
   Academic Affairs

THROUGH: James Castles, M.D.
   Associate Dean
   School of Medicine

FROM: Andrew J. Gabor, M.D.
   Professor & Chair
   Department of Neurology

RE: Amendment to Revised Department of Neurology Voting Procedures in
    Compliance with Bylaw 55

In reference to your memorandum dated November 12, 1987, the voting
procedures for the Department of Neurology have been amended to incorporate
the suggestions of the Committee on Academic Personnel.

The amended voting procedures are attached.

AJG:bjs
Enclosure

Approved by CAP - 12/11/87 Agenda.

Neal Kroll
DEPARTMENT OF NEUROLOGY  
SCHOOL OF MEDICINE  

VOTING PROCEDURES IN COMPLIANCE WITH BYLAW 55

The Department of Neurology discussed the voting requirements for BYLAW 55, and through a secret ballot of the tenured faculty obtained agreement to incorporate the changes as recommended by the Committee on Academic Personnel. The voting procedures for academic personnel matters were amended on November 19, 1987. The right to vote on academic personnel actions was extended to faculty in the following series: In Residence and Professor of Clinical Neurology, by the Senate faculty of the Department.

It was agreed that all Senate faculty, as well as In Residence and Professor of Clinical Neurology shall be permitted to vote regardless of rank or step in the following areas of personnel actions:

a. Merit increases
b. Appraisals
c. Promotions
d. New Appointments in:
   1. Professor series (Joint ASO/Senate)
   2. Professor of Clinical___ series
   3. Adjunct Professor series
   4. Lecturer (without Security of Employment) series
   5. Visiting Lecturer series
   6. Adjunct Lecturer series
   7. Joint appointments (salaried and nonsalaried)

e. Changes in Status or Title
f. Interdepartmental transfers
g. Phased retirements

It was agreed that all faculty in the Emeriti and Adjunct series are not eligible to vote on Academic Personnel matters.

It was also agreed that all deferrals of merit or promotion will not be brought to a faculty vote. It was further agreed that the decision to defer a merit increase or a promotion shall be arrived at solely by the faculty member conferring with the department Chair.

A written request for a vote shall be submitted to all eligible members of the faculty by the Chair. The vote of each member of the faculty shall be in writing in a confidential letter to the Chair of the Department. The recorded vote shall clearly demonstrate the views of both those normally eligible to vote and those whom the department has extended the vote.
This procedure shall be revised annually by the department as a whole, and specifically by the tenured members of the Department.

Based on the noted changes described above, it is requested that the voting procedures of the Department of Neurology for personnel matters be modified as indicated.

AJG:bjs

Attachments:
Voting Ballot
Summary/Dept. Vote

cc: Faculty, Department of Neurology

Revised 11/1987
**DEPARTMENT OF NEUROLOGY**

<table>
<thead>
<tr>
<th>Name of Candidate:</th>
<th>Proposed Rank and Step:</th>
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<th>DEPARTMENT VOTE</th>
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<table>
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<tr>
<th>Assistant Professor 1 and above Regular Ranks</th>
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<tbody>
<tr>
<td>Associate Professor 1 and above Regular Ranks</td>
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<tr>
<td>Professor 1 and above Regular Ranks</td>
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<tr>
<td>Assistant Professor in Clinical Neurology*</td>
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<tr>
<td>Assistant Professor In Residence*</td>
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<tr>
<td>Associate Professor In Residence*</td>
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<tr>
<td>Professor In Residence*</td>
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* Voting privileges have been extended to the Professor of Clinical Neurology and the In-Residence series faculty of the Department of Neurology

bjs
11/87
MAIL
TO: Andrew J. Gabor, M.D.
Professor and Chairperson
Department of Neurology
4301 X Street, Room 210
Sacramento, CA 95817

Please circle your vote:
YES  NO*  ABSTAIN**

*If you voted NO on this ballot, please indicate your reasons in the space provided below.

** If your vote is to ABSTAIN, please indicate your reason or reasons in the space provided below.

If you have voted YES, and feel that additional comments would be appropriate, please list them in the space provided below.

COMMENTS:

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11/83