PROFESSOR CARL KEEN, Chair
Department of Nutrition

Re: Voting Procedures – Department of Nutrition

The Committee on Academic Personnel has reviewed the revised voting procedures of October 2003 for the Department of Nutrition. CAP approves the voting procedures as submitted.

Thomas L. Morrison, Chair
Committee on Academic Personnel

TLM: sb

c: Vice Provost B. Horwitz
VOTING RIGHTS AND PROCEDURES FOR ACADEMIC PERSONNEL

DEPARTMENT OF NUTRITION
Revised October 2003

1. All Academic Senate and Federation personnel normally scheduled for review will be notified by July 15 by the Department Chair to assemble their dossier* with the help of the Department Principal Staff Assistant.

2. At a subsequent meeting held in either July or August, all Senate and Federation members again will be reminded of the pending personnel actions. The list of those normally to be considered will be read. At this time, each Senate and Federation member will also be reminded of other options, such as accelerated merit and/or promotion action(s). The above information will also be distributed by electronic mail. Any Senate or Federation member or himself/herself or a colleague may recommend such special action(s) to the Department Chair. Subsequent to discussion with the Chair, a dossier may be prepared for special action, if the special action is deemed appropriate.

3. For Academic Senate members holding joint appointments, the dossier will then be referred to the other department for review. Once the dossier is complete and checked by the candidate, all departmental Senate members will be notified in writing that they have seven days in which to review the file and give a written opinion or summation to the Department Chair. All opinions or summations will be noted in the departmental letter.

Formal voting eligibility will be restricted on Senate personnel actions. With respect to Academic Senate positions, only Academic Senate members will vote in accordance with distinctions made in Revised Bylaw 55 [188]. Emeritus faculty, faculty with a lecturer title, and faculty in a non-ladder series will not vote. Voting privileges are extended to emeriti on recall status. Opportunity will be provided for those in the Academic Federation Series to express opinions and comment regarding merit, promotion, and related actions. These comments will become a part of the departmental summary.

For Academic Federation personnel actions, all Federation and Senate members will be asked to vote. Emeritus faculty will not vote. Voting privileges are extended to emeriti on recall status. The voting of the Senate and Federation will be presented in the departmental letter.

Voting categories are as follows:

a. **MERITS, PROMOTIONS, APPRAISALS:**
All Academic Senate members, including Academic Senate emeriti on recall status, vote on all actions. Non-tenured professors' votes are recorded separately from tenured professors' votes. Academic Federation members vote on Academic Federation personnel actions and comment on all actions including Senate actions.

b. **PEER REVIEW FOR ACADEMIC FEDERATION:**
For the perspective of the Academic Federation members' peer review group, it is considered as follows:

1) Academic Federation members in the research title series—Specialists, Specialists in Cooperative Extension Series, Project (Scientist) Series, Professional Research Series, and the Adjunct Professor Series—provide peer review for these Academic Federation titles listed. All Academic Senate members, including Academic Senate emeriti on recall status, serve as a peer review on these actions. Non-tenured professors' peer reviews are noted separately from tenured professors' peer review.
2) For individuals in the academic coordinator and/or academic administrator series, personnel files in progress will be reviewed by a peer group that will be composed of five individuals; two of the individuals will be academic administrators and/or academic coordinators and three will be members of the academic senate. A report from the peer group will be provided to the voting faculty (senate and federation members) for their consideration prior to their formal voting.

c. **APPOINTMENTS TO NEW SENATE AND FEDERATION POSITIONS AT ANY LEVEL, TO JOINT PROFESSOR POSITIONS AT ANY LEVEL AND TO VISITING LECTURER:**

   All members of the Academic Senate, including Academic Senate emeriti on recall status, vote. Those in the Academic Federation Series are invited to review personnel actions and provide comment on Senate actions and vote on Federation actions.

d. **DEFERRALS/FIVE-YEAR REVIEWS:**

   Same as #a. above for five-year reviews. No vote required for regular deferrals; joint decision between Senate or Federation member and chair.

e. **INTERDEPARTMENTAL TRANSFERS AND PHASED RETIREMENTS:**

   Same as #a. above.

f. **VOTING PRIVILEGES OF PERMANENT SENATE AND FEDERATION MEMBERS:**

   All Academic Senate members and Academic Senate emeriti on recall status have voting privileges on departmental issues except as noted in item #a. above. Those in the Academic Federation are extended voting or comment privileges on departmental issues. Their comments are recorded separately on Academic Senate personnel issues.

g. **VOTING PRIVILEGES OF EMERITUS FACULTY:**

   Emeritus faculty, with the exception of emeriti on recall status, does not participate in personnel actions in this department.

h. **VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY:**

   Phased retirement faculty is extended full voting rights.

i. **VOTING PRIVILEGES OF LECTURERS, SOE/SR. LECTURERS, SOE:**

   Lecturers/SOE and Sr. Lecturers/SOE are not extended voting privileges for professorial ranks. These members do participate in other departmental business with full voting privileges.

4. After receipt of departmental votes or opinions, the Chair will draft the departmental letter. After opportunity of review by the voting Senate and/or Federation members, the Chair will go over the letter or an expurgated version (to maintain confidentiality of the exact vote and the sources of reference) with the candidate. If the candidate objects to any portion of the letter, he/she will have ten days in which to reply in writing.

* If extramural letters are required, a list of references will be requested at this time.
Date of revision: October 12, 2003. The Committee on Academic Personnel approved prior voting procedures on November 6, 2000. The above is inclusive of the composition of voting groups and peer groups for Academic Federation personnel voting procedure, which also received favorable response on August 31, 2001 by Assistant Vice Provost--Academic Personnel Steve Blank. The Joint Academic Senate/Federation Personnel Committee recommended approval of the peer/voting privileges of the Academic Federation members in the Department of Nutrition on November 6, 2002 (approved by Barbara A. Horwitz, Vice Provost--Academic Personnel on November 19, 2002) with the stipulation that the peer/voting privileges of the Academic Federation members in the department be clearly identified (these stipulations were clarified in the departmental procedures on January 10, 2003).