Re: Voting Procedures – Obstetrics & Gynecology

The Committee on Academic Personnel has reviewed the voting procedures for the Department of OB/GYN, School of Medicine. CAP finds the voting procedures appropriate.

Catherine Morrison Paul, Chair
Committee on Academic Personnel

CMP: sb

Enclosure
PROFESSOR CATHERINE MORRISON PAUL, CHAIR
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Obstetrics & Gynecology

Dear Cathy:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Obstetrics & Gynecology in the School of Medicine for review and approval by the Committee on Academic Personnel.

I appreciate your assistance and look forward to receiving your response.

Sincerely,

Barbara A. Horwitz
Vice Provost—Academic Personnel

/clf

c: Associate Dean Edward Callahan
Chair Lloyd Smith

Enclosures
June 8, 2007

To: Vice Provost Barbara Horwitz
   Academic Personnel
   Chancellor and Provost Office

From: Lloyd H. Smith, M.D., Ph.D.
      Professor and Chair
      Department of Obstetrics and Gynecology

Re: Department of Obstetrics and Gynecology Voting Procedures

At the request of the School of Medicine Dean’s Office, the Department of Obstetrics and Gynecology voted on its revised voting procedures. The faculty, by a vote of 2 to 2, extend the right to vote as follows:

Secret written ballots will be utilized in the voting procedure.

The attached Department of Obstetrics and Gynecology Designation of Voting Rights (Senate), and Academic Federation Peer Group will be utilized.

Thank you.

LHS:

Concur  X  Disagree

Edward J. Callahan, Ph.D.
Associate Dean Academic Personnel
DEPARTMENT OF OBSTETRICS AND GYNECOLOGY
DESIGNATION OF VOTING RIGHTS
(5/31/07)

Appointments

1. All tenured faculty (Associate Professors and Professors) have the right to vote on all new appointments that confer membership in the Academic Senate (Regular, In Residence and Clinical (___) Series) at any rank.

2. Voting privileges on appointments will be extended to all Academic Senate members of the Department at all ranks (Instructors, and Assistant) and titles (In Residence and Clinical (___) Series).

Promotions

1. Professors have the right to vote on all cases of promotion to the rank of Professor, Professor In Residence or Professor of Clinical (___).

2. Professors and Associate Professors have the right to vote on all cases of promotion to the ranks of Associate Professor, Associate Professor In Residence, Associate Professor of Clinical (___).

3. Voting privileges on promotions will be extended to all Academic Senate members of the Department at all ranks and titles (In Residence and Clinical (___) Series).

Merit Advancement

1. All cases of merit advancement within any rank in the Regular, In Residence or Clinical (___) Series (Academic Senate Members) shall be voted upon by those persons in the Regular Series within the same rank or above regardless of step (i.e. a Professor, Step I can vote on a Professor, Step V).

2. Voting privileges on merit advancements will be extended to all Academic Senate members of the Department at all ranks and titles (In Residence and Clinical (___) Series).
Non-reappointments or Terminations

1. Non-reappointments or terminations of Assistant Professor, Assistant Professor In Residence, Assistant Professor of Clinical (__) shall be voted on by Professors and Associate Professors.

2. Voting privileges on non-reappointments or terminations will be extended to all Academic Senate members of the Department at all ranks and titles (In Residence and Clinical (__) Series).

Removal of Acting Modifier

1. For voting purposes, all cases that involve the removal of the “Acting” modifier from the title of a member of the Academic Senate shall be treated as promotions to the rank in question.

Emeritae/I Faculty

1. Emeritae/i faculty will not be granted voting privileges.

Voting

Voting will be conducted via e-mail ballot sent to the personnel coordinator of academic affairs for the Department. Summaries will be provided with the ballot and the full dossier will be available in the Department of Obstetrics and Gynecology, Academic Personnel Office throughout the voting period. All Academic Federation faculty members (Adjuncts, Researchers and Salaried Clinical Series) will be consulted on all the above matters.
DEPARTMENT OF OBSTETRICS AND GYNECOLOGY
ACADEMIC FEDERATION
PEER GROUP
(3/31/07)

PURPOSE
1. To serve as a review body for all personnel actions of each member of the Academic Federation. This will help foster consistency in the review of candidates.
2. To serve as an information vehicle whereby the group will provide feedback and guidance to the Academic Federation members.
3. This group will be advisory only and provide unofficial information to the Department Chair, School of Medicine Dean’s Office, and the Vice Provost—Academic Personnel.

ELIGIBILITY
1. All members of the Academic Federation are eligible to serve on the Committee.

MEMBERSHIP
1. A committee will be developed consisting of 5 members.
2. Academic Federation titles consistent with the eligibility criterion stated in this plan.
3. More than one member of the peer group will have the same title as the candidate.
4. Members of the committee and Chair of the committee will be nominated by the Department Chair.

PROCEDURES
1. The members will be provided with a copy of this document along with pertinent sections of the Academic Personnel Manual.
2. All committee members review the dossier prior to the meeting and one member will be assigned to report on the candidate’s qualifications at the meeting.
3. The dossier will be discussed at the meeting.
4. A report will be written and provided to the Department Chair to be included in the dossier.

The candidate may provide in writing to the Chair names of persons who, in the view of the candidate, for reasons set forth, might not objectively evaluate the candidate’s qualifications or performance and should not be invited to serve on the committee.