VICE PROVOST MAUREEN STANTON  
Academic Affairs  

Re: Revised Voting Procedures for Department of Pharmacology

The Committee on Academic Personnel (CAP) has reviewed the Department of Pharmacology voting procedures dated January 31, 2012. At its September 12, 2012, meeting, CAP voted, nine in favor and none opposed, to approve the procedures.

CAP thanks the Department of Pharmacology for providing a copy of its voting procedures.

[Signature]

John R. Hall, Chair  
Committee on Academic Personnel

Enclosure
January 31, 2012

Academic Senate
Senate on Academic Personnel

RE: Amendment to the Departmental Personnel Action

Under the new guidelines:

1. Tenured faculty is afforded the right to vote on all actions within and above the professional rank they hold.
2. Non-tenured faculty is afforded the right to vote within the rank and below the professional rank they hold, however they are consulted on the tenured actions.
3. Federation members in the department will be consulted on the Academic Senate actions.

It is the department’s intention to follow this directive. The department vote to be conveyed to the Committee on Academic Personnel is as follows – thirteen members voted yes and three members were not present to vote due to prior research/teaching commitments and zero abstained.

We will await CAP’s decision so that the department will be in compliance with Academic Senate Bylaw 55 which governs eligibility for departmental voting.

Also attached are the revised voting procedures for the Federation members. We have a total of thirteen federation members in the department.

Sincerely,

[Signature]

Donald M. Bers, PhD
Distinguished Professor and Chair
Department of Pharmacology

Attachments: Voting Procedures for Senate Members
Voting Procedures for Federation Members
Academic Senate Bylaw 55 Voting Procedures for Personnel Matters
SOM: Department of Pharmacology

We propose the following revised voting procedures on personnel matters for the
SOM: Department of Pharmacology:

1. The voting privilege is held by all Academic Senate members in this Department
   and all Academic Senate Members in other departments that hold joint and
courtesy appointments with this Department.

2. Our proposed new procedure will allow:
   
   A. All tenured members (Associate and full Professors) will vote on all
      actions regardless of rank and step.
   
   B. All non-tenured members (Assistant Professors) will vote on all of the
      listed personnel actions within rank or below regardless of step. They will
      be consulted on all tenured actions.

   C. Federation members of the department are consulted on Academic
      Senate actions.

   a. New appointments
   b. Non-reappointments or terminations
   c. Non-specific personnel actions:
      i. Merit increases
      ii. Deferrals
      iii. Appraisals
      iv. New appointments
         1. Adjunct series
         2. Visiting lecturer
         3. Joint appointees
      v. Change in status
      vi. Interdepartmental transfers
      vii. Phased retirements

3. Promotions: Full Professors and Associate Professors in the Regular and
   In-Residence series shall vote on all promotions including promotions to tenure
   and full professorship.

   Assistant Professors in the Regular and In-Residence series shall not vote on
   promotions but can make recommendations on the promotion packet to be
   included in the Department letter. They will have access to the promotion files,
   including redacted external letters of reference.

   All promotions to tenure will require a meeting by all senate faculty members to
discuss pros and cons. A second meeting restricted to tenured faculty (Full
Professors and Associate Professors in the Regular and In-Residence series) will
follow for further discussion before a confidential vote.

   All appointments to senate faculty (regular and in-residence) will require candidates to
present their research to the full department and a discussion with all senate faculty on
their research plans including funding (chalk talk). All such appointments will require a
meeting by the full senate to discuss the pros and cons of the appointments before a
confidential vote.

4. In accordance with campus procedures, the vote will be recorded according to
Academic Senate Bylaw 55.