VICE PROVOST BARBARA A. HORWITZ
Academic Personnel

Re: Voting Procedures – Psychiatry & Behavioral Sciences

The Committee on Academic Personnel has reviewed the voting procedures for the Department of Psychiatry & Behavioral Sciences and finds them generally appropriate. CAP notes the exclusion of the Academic Federation members from voting on Academic Senate actions as consistent with the APM. However, CAP requests clarification as to whether the intent of the department is to record a considered opinion of the Academic Federation on Academic Senate actions.

Given the overlapping responsibilities of Academic Federation and Academic Senate members especially in a clinical department of the School of Medicine, it seems that including Academic Federation opinion would enhance the value of a personnel dossier.

Chair Catherine Morrison Paul, Chair
Committee on Academic Personnel

CMP:sb
PROFESSOR CATHERINE MORRISON PAUL, CHAIR  
Committee on Academic Personnel  

RE: Voting Procedures – Department of Psychiatry and Behavioral Sciences  

Dear Cathy:  

I am forwarding the Academic Senate Voting Procedures for the Department of Psychiatry and Behavioral Sciences 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: Chair Hales  
Enclosures
The following voting procedures apply to all faculty appointment, merit, appraisal and promotion actions for the Regular, In-Residence, Clinical X, Adjunct, and Health Sciences series. For actions on assistant professor titles, all Academic Senate faculty will vote. For actions on associate professor titles, associate and full professors in the Academic Senate will vote. For actions on full professor titles, only full professors in the Academic Senate will vote.

All cases of non-reappointments or terminations of assistant professors in all series will be voted upon by associate professors and above in all Academic Senate series.

Emeritae/i members of the Academic Senate in the Department of Psychiatry and Behavioral Sciences do not have the right to vote on personnel actions. They retain the right to vote on substantive departmental issues.

These voting procedures do not apply to voluntary clinical faculty and MSP physician titles. Faculty members who hold a primary appointment in another academic unit and a courtesy/secondary appointment (WOS) in the Department of Psychiatry and Behavioral Sciences will not vote on Department of Psychiatry and Behavioral Sciences actions.

Academic Federation members will not be consulted on Academic Senate personnel actions.

All voting will be completed on written, secret ballots.

I. Review of Dossier

The Department letter shall contain a comprehensive account of that part of the candidate’s dossier that is relevant to the action. It shall also include a careful evaluation of the strengths and weaknesses of the candidate’s academic record, providing constructive guidance necessary for a faculty member’s continued satisfactory progression. The Chair will distribute the draft department letter and dossier to all eligible voting faculty, soliciting their comments and observations for incorporation into the final department letter.
II. Voting

Members of the Academic Senate (Regular/Ladder Rank, In-Residence, and Clinical X Series) will vote on all academic actions, both Academic Senate and Academic Federation, according to their seniority.

Members of the Academic Federation will vote only on Academic Federation actions, according to their seniority. Academic Federation members in the Department of Psychiatry and Behavioral Sciences include Adjunct Professor, Health Sciences Clinical Professor, Professional Research, and Project Scientist titles.

These voting procedures have been approved by 2/3 of the Academic Senate faculty and will take effect on July 1, 2007.
November 17, 2006

I have read and approve the revised voting procedures for the Department of Psychiatry to take effect on July 1, 2007

David Amaral, Ph.D.

Robert Hendren, D.O.

James Bourgeois, M.D.

Donald Hilty, M.D.

Marie Burns, Ph.D.

Ladson Hinton, M.D.

Cameron Carter, M.D.

Edward Jones, M.D., Ph.D.

Sufen Chiu, M.D., Ph.D.

Martin Leamon, M.D.

Blythe Corbett, Ph.D.

Noelle L'Etoile, Ph.D.

Irwin Feinberg, M.D.

Richard Maddock, M.D.

Beth Goodlin-Jones, Ph.D.

Barbara McDermott, Ph.D.

Robert Hales, M.D., M.B.A.

Michael Minzenberg, M.D.
Continued

I have read and approve the revised voting procedures for the Department of Psychiatry to take effect on July 1, 2007

Tom Nordahl
Thomas Nordahl, M.D., Ph.D.

Sally Ozonoff, Ph.D.

Daniel Ragland, Ph.D.

Sally Rogers, Ph.D.

Charles Scott, M.D.

Mark Servis, M.D.

Tony Simon, M.D., Ph.D.

Peter Yellowlees, M.D.

Jong Yoon, M.D.

Approved
Edward Pellegrino, PhD Associate Dean
School of Medicine

Date