October 13, 1999

VICE PROVOST BARRY KLEIN

RE:  Voting Procedures – Department of Sociology

The Committee on Academic Personnel has reviewed the voting procedures submitted by the Department of Sociology, and is pleased to approve the procedures as submitted. CAP assumes that the exclusion of emeriti/ae faculty from voting on personnel matters applies to all categories of personnel actions. If this is not the case, please have a clarification submitted.

CAP thanks the Chair for the timely and conscientious response.

D. A. Phillips, Chair
Committee on Academic Personnel

DAP: sb

c: Dean S. Sheffrin
   Professor F. Block
September 27, 1999

Steven M. Sheffrin, Dean
Division of Social Sciences

Dear Steve:

Attached are the voting procedures for the Department of Sociology that have been approved by CAP. The voting procedures are consistent with By-Law 55, and they are in the format requested by CAP.

Sincerely,

Fred Block
Acting Chair

Enclosure
1. **MERITS, PROMOTIONS, APPRAISALS:**

All tenured faculty members within the department vote on all merit and promotion actions, regardless of the step and rank of the person being considered. Non-tenured faculty members (regular assistant professors) vote on appraisal and merit actions of all other non-tenured faculty members. They are also invited to participate in all aspects of the review process for tenured members (merits and promotions and deferrals) including departmental meetings, but do not vote. Any two Senate members of the voting unit can call for a meeting on a given personnel action. Voting members can cast one of three votes on a given personnel action: a positive vote, a negative vote, or an abstention.

2. **APPOINTMENTS TO NEW FACULTY POSITIONS AT ANY LEVEL, TO JOINT PROFESSOR POSITIONS AT ANY LEVEL AND TO VISITING LECTURER AND PROFESSIONAL RESEARCH POSITIONS:**

All Academic Senate faculty vote.

3. **DEFERRALS/FIVE YEAR REVIEWS:**

See #1 above.

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

All Academic Senate faculty vote.

5. **VOTING PRIVILEGES OF PERMANENT FACULTY:**

All Academic Senate faculty members have voting privileges on departmental issues except personnel matters covered in Item #1.

6. **VOTING PRIVILEGES OF EMERITI FACULTY:**

Emeriti faculty do not vote.

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

None at this time. If and when we do, voting procedures will be established.

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

None at this time. If and when we do, voting procedures will be established.