VICE PROVOST MAUREEN STANTON
Academic Affairs

Re:  **Spanish and Portuguese Revised Voting Procedures**
- Second Review

The Committee on Academic Affairs (CAP) has undertaken a second review of the proposed new voting procedures for the Department of Spanish and Portuguese. CAP requests further clarification of the proposed voting rights under section #1, "Merits, promotions, appraisals."

Under the current wording, "all professors" may vote on all merit actions; because the document elsewhere uses the phrase "all Academic Senate faculty," "all professors" is ambiguous: Does it mean "all full professors" or "all tenured and untenured professors"?

Also, the phrase "All tenured professors will vote by rank, regardless of step" seems to imply that votes will be recorded and reported according to rank (full versus associate). If that is the case, the language could be more explicit.

John R. Hall, Chair
Committee on Academic Personnel

JH:sb

Enclosure
PROFESSOR JOHN HALL, CHAIR
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Spanish and Portuguese

Dear John:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Spanish and Portuguese for a second review by the Committee on Academic Personnel.

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

Sincerely,

[Signature]
Maureen L. Stanton
Vice Provost—Academic Personnel
Professor—Evolution and Ecology

/Imd

c: Dean Owens
Chair Colombi
Analyst Mattheis

Enclosure
September 24, 2012

Department of Spanish & Portuguese
Voting Procedures

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

   **Merits:** All professors will vote on all merit actions.
   **Promotions:** All tenured professors will vote by rank, regardless of step.
   **Appraisals:** All tenured professors will vote.

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

   All Academic Senate faculty vote.

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

   See #1

4. **INTERDEPARTMENTAL TRANSFERS AND PHASED RETIREMENTS**

   See #1

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:**

   None.

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

   All Academic Senate faculty on phased retirement have full voting rights on personnel and all other departmental concerns.
Dear Jessie Ann:

The Committee on Academic Personnel has reviewed the voting procedures for the department of Spanish and Portuguese and requests clarification of the proposed voting rights for promotions and appraisals, as outlined in their attached memo. Please submit a revised copy of the voting procedures to my office.

Sincerely,

Maureen L. Stanton
Vice Provost—Academic Personnel
Professor—Evolution and Ecology

/lmd

c: Chair Colombi
Analyst Mattheis

Enclosures
VICE PROVOST MAUREEN STANTON
Academic Affairs

Re: Spanish and Portuguese Department Voting Procedures

The Committee on Academic Personnel (CAP) has reviewed the proposed new voting procedures for the Department of Spanish and Portuguese and requests clarification of the proposed voting rights for promotions and appraisals. What precisely do “voting by step” and “voting by rank and step” mean for each of these actions?

Shirley Chiang, Chair
Committee on Academic Personnel

Attachment