June 8, 2005

RUDOLPH BERAN, Chair
Department of Statistics

Re: Voting Procedures

The Committee on Academic Personnel has reviewed the Statistics Department’s voting procedures dated May 5, 2005. CAP approves the voting procedures and thanks the faculty for their time and effort in developing the document.

Michael Maher, Chair
Committee on Academic Personnel

MM: sb

c: Dean W. Ko
   Vice Provost B. Horwitz
1. **MERITS, PROMOTIONS, APPRAISALS**

For promotion from rank to rank, the body of eligible Academic Senate members of the Department of Statistics consists of those members who occupy the rank for which a candidate is considered, as well as all those members who occupy all higher ranks.

The authority for advancement within the rank of Assistant Professor rests with the body consisting of all Academic Senate members of the Department of Statistics.

The authority for advancement to and within the rank of Associate Professor is delegated to the committee consisting of all Associate Professors as well as all Professors.

The authority for advancement to and within the rank of Professor is delegated to the committee consisting of all Professors.

The compiled review files of candidates considered for promotion or advancement within rank will be made available in their entirety, including extramural letter not redacted, to all Academic Senate members entitled to a vote for those candidates.

The compiled review files referred to above will be made available for inspection to all Academic Senate members of the Department of Statistics. These review files may also include extramural letters in redacted form. The inspection will take place in an administrative office of the Department of Statistics. File availability begins as soon as a file is reasonably complete, and terminates not later than a month after it is forwarded to the next higher level, i.e., the Dean, Division of Mathematical and Physical Sciences.

Access to the Department of Statistics' own letter of review will be made available to all Academic Senate members of the Department of Statistics eligible to vote, after the action is completed.

2. **APPOINTMENTS TO NEW FACULTY POSITIONS AT ANY LEVEL, TO JOINT PROFESSOR POSITIONS AT ANY LEVEL, AND TO VISITING PROFESSORS.**

All Academic Senate faculty vote on appointments to new faculty positions and joint professor positions at any level.

The Chair, in consultation with a faculty advisory committee, recommends appointments to visiting professor positions.

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 members do not have voting rights in personnel matters.

7. VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY:
   See #1 above.

8. VOTING PRIVILEGES OF LECTURERS, SOE/SR. LECTURERS, SOE:
   Lecturers, SOE and Senior Lecturers, SOE do not have voting rights in personnel matters.

Rudolph Beran, Chair

9 May 2005

Winston Ko, Dean
Division of MPS

5/23/05

5/5/2005