VICE PROVOST MAUREEN STANTON
Academic Affairs

Re: Revised Voting Procedures – Surgical and Radiological Sciences

The Committee on Academic Affairs (CAP) has reviewed and approves of the proposed changes in voting procedures for the Department of Surgical and Radiological Sciences.

Shirley Chiang, Chair
Committee on Academic Personnel

Enclosure
June 27, 2012

JOHN R. PASCOE, BVSc, PhD
EXECUTIVE ASSOCIATE DEAN

RE: Proposed change to VSR Departmental Voting Procedures – Report of Consultation

Dear Dr. Pascoe:

The Department of Surgical & Radiological Sciences requests your approval of the plan change to our Department voting procedures-Report of Consultation and respectfully request you to forward to the Committee on Academic Personnel for their approval. The Report of Consultation (procedures for acquiring vote) has been updated in the attached document. The specific change requested is to modify our previous practice to hold a Department meeting to discuss every academic personnel action. The faculty of the Department had previously voted in December 2007 to change the Report of Consultation procedures to only hold meetings to discuss actions for barrier steps (promotions, Professor Step VI, Above Scale), accelerations and 5-year reviews. However, the request for the change was never put forward for your approval. A memo from then Department Chair, Dr. James Jones is attached summarizing the outcome of the department vote supporting the change. To further validate faculty support of the change, the Department held a recent meeting and faculty voted unanimously to implement the proposed change approved in December 2007, (with one addition, to add “appraisal” actions to the list). The average number of eligible faculty personnel actions in our Department now exceeds 25 per year, so the significant time commitment for holding a meeting for every action is not feasible and faculty participation would subsequently be severely reduced given the sheer volume of the time commitment involved to review 25 actions per year.

Your support of our requested change to our departmental voting procedures to only hold department meetings to discuss actions for barrier steps (promotions, Professor Step VI, Above Scale), appraisals, accelerations and 5-year reviews is greatly appreciated.

Sincerely,

Dr. Erik R. Wisner, DVM
Professor and Chair

[Signature]

John R. Pascoe, BVSc, PhD
Executive Associate Dean
In Conclave, 7/10/12
Department/Unit: VM: Surgical and Radiological Sciences

Comments

Recorded Votes

Actual vote totals should be recorded in the department letter of recommendation, even if the vote is unanimous. The vote is not to be separated between those eligible to vote and those to whom the vote has been extended. No vote will be recorded in a case where only one faculty member is eligible to vote.

Report of Consultation – Please briefly describe your department/unit procedures for acquiring vote:

Dossier will be made available for review by all faculty entitled to vote under approved departmental procedures on action under consideration. A Department meeting will be held to discuss the action prior to voting for all barrier step actions (promotions, Professor Step VI, Above-Scale), appraisals, accelerations and 5-year reviews. Voting will be by individual, confidential ballot. Verbal comments from the Department meeting and written comments submitted anonymously through the voting process will provide commentary for the Departmental letter, which will be revised as appropriate. Faculty will have the opportunity to review the final letter should they wish to do so.

The minimal level of review of the final Departmental letter will be by a Departmental Academic Personnel Committee (3 to 4 faculty) appointed annually by the Chair from Ladder rank Academic Senate members not being considered for review during that academic year. Faculty on this committee will review the draft letter and anonymous written comments and suggest to the Chair modifications to the revised draft letter if they feel they are warranted.

Approval/Signatures

[Signatures and dates]

Department Chairperson/Director

Dean

Committee on Academic Personnel

Date

Date
JOHN R. PASCOE, BVSc, PhD
EXECUTIVE ASSOCIATE DEAN

RE: Proposed change to Departmental voting procedures

Dear Dr. Pascoe:

The Department of Surgical & Radiological Sciences requests that you approve and forward to the Committee on Academic Personnel for their approval a change to our Departmental voting procedures. The revised voting procedures are specified in the attached document. The primary change that we request is to modify our previous mandate to hold a Department meeting to discuss every personnel action, but rather, to only hold meetings for barrier step actions (promotions, Professor Step VI, Above Scale), accelerations and 5-year reviews. The number of faculty positions in our Department now exceeds 40, so the time commitment for holding a meeting for every action has become significant. The faculty in the Department voted in favor of making this change as follows:

Meet only for barrier steps, accelerations and 5-year reviews 19
Meet only for barrier steps 7
Meet for all actions 3
Unavailable to vote 4
Did not vote 7

Sincerely,

James H. Jones
James H. Jones, PhD, DVM
Professor and Chair