VICE PROVOST BARRY KLEIN

RE: Voting Procedures – Division of Textiles and Clothing

The Committee on Academic Personnel has reviewed the voting procedures submitted by the Division of Textiles and Clothing, 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: Executive Associate Dean J. MacDonald
Professor M. Rucker

Noted

[Handwritten note: Barry M. 10/12/99]
TO: Connie Melendy, Assistant Dean  
College of Agricultural and Environmental Sciences

FROM: Margaret Rucker  
Professor and Chair

RE: Department Voting Procedures

I am enclosing a revised version of voting procedures for the Division of Textiles and Clothing, previously approved by the Committee on Academic Personnel on June 15, 1988. The procedures were discussed in a recent faculty meeting and modified to ensure that faculty rights would be protected when size of our unit makes it relatively easy to identify individual faculty members. Another consideration was the need for input from all Academic Senate faculty (excluding emeriti faculty) on all actions so that evaluations were as comprehensive and fair as possible.

MR:slb

Attachment

Noted:

[Signature]

James D. MacDonald  
Executive Associate Dean

Date: 9/29/99
DIVISION OF TEXTILES AND CLOTHING
VOTING PROCEDURES - SEPTEMBER 1999

1. MERITS, PROMOTIONS, APPRAISALS:
   All Academic Senate faculty vote, regardless of rank.

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:
   All Academic Senate faculty vote.

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
   personnel issues.

6. VOTING PRIVILEGES OF EMERITI FACULTY:
   Emeriti faculty are excluded from voting on departmental personnel issues.

7. VOTING PRIVILEGES OF PHASED RETIREMENT SENATE FACULTY:
   All Academic Senate faculty on phased retirement have full voting rights on
   personnel issues.

8. VOTING PRIVILEGES OF LECTURERS, SOE/SR. LECTURERS, SOE:
   Not applicable.
Division of Textiles and Clothing
Supplementary Information - September 1999
Procedures followed in Academic Personnel Actions

Review by Chairperson

The Chairperson conducts a review of the status and performance of each Academic Senate member at the time the list of eligible candidates is received from the Dean's Office. Candidates for promotion, merit increase, accelerated advancement and appraisal are identified and notified of possible action.

Candidates are requested, by letter, to update their files which are then individually reviewed with them for content and accuracy by the Chairperson. The candidates are asked to produce a narrative statement (self appraisal) which summarizes the research activity for the review period as well as any information relative to teaching or public service the candidates believe requires further explanation. To assist candidates in completing their dossiers, they are each given a copy of attached enclosure I. The candidates are also informed of the nature of the review process. Candidates are permitted to review all items in the personnel file, except for legitimate confidential documents.

At this juncture, a decision by the candidate with the advice of the Chairperson may be made to proceed or defer the case.

Faculty Review

The Chairperson informs the members of Academic Senate in the Division of candidates eligible for merit/promotion/appraisal action and all tenured and nontenured members of Academic Senate except emeritus faculty are invited to review the assembled materials which are kept in the Administrative Assistant’s office. Academic Senate members may sign out the material for 24 hours (72 hrs. on weekends). Then a meeting of all Academic Senate faculty is called by the Chairperson to discuss the proposed action. Following the discussion, Academic Senate faculty vote individually on the action. They indicate a decision to approve, disapprove or abstain on a secret ballot along with their comments, pro and con. Ballot information is aggregated across ranks so that confidentiality is maintained. The votes and comments are recorded anonymously and the ballots destroyed after the personnel action is complete.

A department letter is written by the Chairperson presenting the aggregated views of the faculty. This letter is shared with all Academic Senate faculty. At that point, any faculty member may request another meeting to discuss the action. After the meeting, another vote is taken. Resulting changes in the vote of Academic Senate members are noted, and Academic Senate members are invited to review the revised letter.
Closure

The Chairperson informs the candidate of the view of the members of the Academic Senate and the decision is reached to recommend approval or deferral of the action. The candidate is informed of the nature of the ballot, but the votes are not identified with individuals.

If the decision is to proceed, the letter is read to the candidate. In all cases there will be strict maintenance of confidentiality as to the source of all evaluations. The letter is not changed except where an inaccuracy is noted. The letter together with supporting documents is forwarded through appropriate channels.

The candidate will be informed of his/her rights and privileges according to the policies outlined in the Academic Personnel Manual.
Division of Textiles and Clothing

Outline of Information for Appraisal and/or Advancement

TEACHING CONTRIBUTION

Teaching Record - A copy of your teaching record since your last action is attached for your review. This information was compiled from records on file in the office. Please contact the Division Administrative Assistant regarding any discrepancies or changes in your record.

Other Teaching Activities including Advising - Attached is a marked up copy of the form to be used. Please provide the required information.

Student Evaluations - Student input as to your teaching effectiveness is required. Individual student evaluation forms, as well as a summary, are required for all formal courses listed on the attached teaching record. Please see the Division Administrative Assistant regarding these records.

RESEARCH

Publications (since last promotion/advancement) - A copy of your current publication list is attached. Please review for completeness and bring any additions or changes to the Division Administrative Assistant's attention. Also, provide a copy of any published material that is to be added to your publication list.

Please note that your publications are organized according to the following categories:

- Published in refereed journals
- Published in non-refereed journals which include
  - Reports and Abstracts having regular distribution
  - Reports and Other Items with limited distribution

Papers - Papers In Press

Papers Submitted

Please provide a list and a copy of each of the above (if available).

Please feel free to provide any additional information regarding your research program in your self appraisal.
PROFESSIONAL COMPETENCE (since last promotion/advancement) including:

- Invited papers and presentations
- Consulting
- Honors and Awards
- Membership on committees, editorial boards, and scholarly societies
- Reviews of extramural proposals requested by granting agencies
- Positions of responsibility
- List of active research projects, including extramural projects

UNIVERSITY AND PUBLIC SERVICE

- University Committees
  - Department Committees
  - College Committees
  - Academic Senate Committees
- Other University Service Activities

OUTSIDE LETTERS

Outside letters from off-campus sources are required for a promotion. Please provide a list of names (possible 4-6) from whom information and evaluation of your research, public service and professional activities can be obtained.

SELF APPRAISAL

1. Research

A summary statement of each paper listed on your publication lists is required with a comment about

- Your contribution, if more than one author
- Significance of findings

2. Teaching, Professional Competence, University and Public Service

Please feel free to provide any additional materials regarding your teaching program, professional competence, etc., which you feel are of special significance.