

April 6, 2015

**Patsy Owens**, Chair  
Department of Human Ecology

Re: Proposed Voting Procedures **(revised)**

Dear Chair Owens,

The Committee on Academic Personnel (CAP) has reviewed the revised Voting Procedures for the Department of Human Ecology.

All of CAP's concerns listed in the March 23 letter have been addressed. CAP is pleased to approve the voting procedures dated April 2, 2015 (enclosed).

Thanks for your assistance and patience in getting the voting procedures for Human Ecology finalized and approved.

Sincerely,

A handwritten signature in dark ink, appearing to read "David Simpson", with a stylized, cursive script.

David Simpson, Chair  
Committee on Academic Personnel-Oversight

Enclosure

**Department of Human Ecology**  
**Academic Personnel Voting Procedures – Academic Senate Positions**  
**April 2, 2015**

**Preamble**

The Department of Human Ecology (HE) was established in the fall of 2012. These voting procedures were developed to honor the intent of the Memorandum of Understanding (August 2010) agreed upon by the faculties of our three units --Community and Regional Development, Human Development and Family Studies, and Landscape Architecture and Environmental Design--in anticipation of their merger in 2012. Voting groups for all appointments, merit, and promotion actions will include a primary voting group composed of Academic Senate members from the candidate's home unit and a secondary voting group composed of all other AS members in Human Ecology. Ballot results of these two voting groups will be reported separately in the department letter.

**Academic Senate Voting Procedures**

**1. General Department Policies**

All official votes are conducted by secret ballot after eligible department members have had the opportunity to review all materials presented in support of a personnel action.

One of five votes may be cast and is reported: support a maximum 1.0 step advancement, support a maximum 1.5 step advancement, support a maximum 2.0 step advancement, do not support the action (negative), or an abstention. In addition, faculty can recommend advancement above a 2.0 step in the comments section of the ballot. Comments are recommended for each vote, especially those in favor of more than a 1.0 maximum step advancement. A negative vote must be accompanied by an explanation. Non-submitted ballots will also be reported. In addition, ballots will contain a matrix and will allow for comments so that the voters can provide additional feedback on the various components of the dossier.

**2. Merits, Promotions, and Appraisals**

The department chair, in consultation with the appropriate unit chair, will appoint a two-person ad hoc committee to review the dossier of the candidate. The ad hoc committee will prepare a statement evaluating the research, teaching, and service contributions, as well as the candidate's contributions to the Agricultural Experiment Station when appropriate, and recommend an action.

All materials relating to the candidate's activities during the review period and the ad hoc committee's letter will be made available to the faculty.

All Academic Senate (AS) members, regardless of rank, are eligible to vote on all AS actions, including renewals of endowed chairs. CE Specialists, regardless of rank, have a consultative vote with regard to AS actions within their home unit. The consultative votes of CE Specialists will be reported in a separate letter. In cases where the voters' anonymity may be at issue, a separate letter with CE Specialist ballot results will not be submitted.

### **3. Appointments**

All Academic Senate (AS) members, regardless of rank, are eligible to vote on all AS appointments, including endowed chairs. CE Specialists, regardless of rank, have a consultative vote with regard to AS appointments within their home unit. The consultative votes of CE Specialists will be reported in a separate letter. In cases where the voters' anonymity may be at issue, a separate letter with CE Specialist ballot results will not be submitted.

All AS and CE faculty within the Department will be: a) given the opportunity to review applications for new AS positions and provide comments to the search committee based on this review, b) notified of recruitment visits and presentations, and c) encouraged to provide post-interview feedback to the search committee.

### **4. Deferrals**

Deferrals are handled conjointly by the Department chair and the vice-chair of the candidate's home unit.

### **5. Five Year Review**

The five-year review is conducted by the Department chair or it may be re-delegated to the vice-chair of the candidate's home unit. It is the discretion of the Chair or Vice Chair to determine if the department will vote on the action according to the procedures described above.

### **6. Interdepartmental Transfers**

Same as Appointments.

### **7. Voting Privileges of Emeriti/ae**

Emeriti/ae are not eligible to vote on any departmental matters.