

2/25/2015

VOTING PROCEDURES: DEPARTMENT OF MECHANICAL AND AEROSPACE ENGINEERING (REVISED)

The Committee on Academic Personnel (CAP) has reviewed the revised Mechanical and Aerospace Voting Procedures, and finds that the concerns addressed in the prior version have been adequately addressed. CAP approves the revised document by a vote of 8 in favor, 0 opposed, and 1 absent.



DEPARTMENT OF MECHANICAL
AND AEROSPACE ENGINEERING
VOTING PROCEDURES
Approved: February xx, 2015

Electronic voting will be used for all personnel actions requiring a faculty vote.

1. MERITS, PROMOTIONS, APPRAISALS:

All tenured Academic Senate faculty may vote. Non-tenured faculty may vote on Assistant Professor personnel actions, except promotions to tenure. Non-tenured faculty may examine the tenured faculty personnel actions (with redacted confidential outside and peer evaluation letters).

For merits and promotions the ballot is as follows:

Dr. [name] is under review for an advancement from Professor, Step X, effective XX/XX/20XX. The review period is XX/XX/20XX – XX/XX/20XX. Please select only one of the following voting options:

- I oppose an advancement. (Comment required.)
- I support a regular 1.0 Step increase.
- I support an accelerated 1.5 Step increase.
- I support an accelerated 2.0 Step increase.
- I support an accelerated Y Step increase (this option only shown if the candidate requests to be considered for an advancement beyond 2 steps (Y steps)).
- ABSTAIN

Comment required for opposing vote and highly recommended for accelerated advancements (1.5, 2.0, Y steps).

The full report of the voting outcomes, including verbatim comments, will be forwarded along with the Department letter. The votes on all advancements (1, 1.5, 2 steps, and if applicable, beyond 2 steps) and the comments will be summarized in the Department letter. The action receiving the majority vote will be recommended by the Department.

2. APPOINTMENTS TO NEW PERMANENT FACULTY POSITIONS AT ANY LEVEL:

All Academic Senate faculty vote.

3. APPOINTMENTS TO JOINT PROFESSORIAL POSITIONS AT ANY LEVEL:

All Academic Senate faculty vote.

4. APPOINTMENTS TO ZERO PERCENT (WITHOUT SALARY) JOINT FACULTY POSITIONS:

All Academic Senate faculty vote on these personnel actions only at the time of appointment. The Department Chair will provide the department input to merit and promotion packages of the zero percent faculty in their home department, upon consultation with the department Personnel Committee. All such zero percent appointments will have an initial period of five years for Professor ranks and three years for lower than the Professor ranks. The appointments may be renewed for additional period by vote of the Academic Senate faculty.

5. APPOINTMENTS TO ADJUNCT FACULTY POSITIONS AT ANY LEVEL:

All Academic Senate faculty vote. All such appointments will have an initial period of five years for Professor ranks and three years for lower than the Professor ranks. Adjunct appointments may be

renewed for additional periods by vote of the Academic Senate faculty and the Academic Federation voting/peer review group.

6. APPOINTMENTS TO VISITING TITLES:

All such appointments are limited to an initial period of one year with total period of consecutive service not to exceed two years. Approval is at the Department Chair's discretion. If the Department Chair has concerns about the proposed appointment, the appointment will be discussed at a faculty meeting. Those present vote.

7. DEFERRALS:

The Department Chair consults with the department Personnel Committee. No faculty vote is required.

8. INTERDEPARTMENTAL TRANSFERS:

Interdepartmental transfer is considered as a new appointment and all Academic Senate faculty vote on this action.

9. VOTING PRIVILEGES OF ACADEMIC SENATE FACULTY:

All Academic Senate faculty have voting privileges on departmental issues.

10. VOTING PRIVILEGES OF EMERITI FACULTY:

Emeritus faculty on full retirement do not have voting privileges on departmental issues.

11. VOTING PRIVILEGES OF LECTURERS (CONTINUING AND TEMPORARY) OR VISITING APPOINTMENTS:

Incumbents with temporary service appointments do not have voting privileges on any departmental or personnel actions.