October 16, 2016

Maureen Stanton, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Communication

Dear Vice Provost Stanton,

The Committee on Academic Personnel (CAP) has reviewed the revised voting procedures for the Department of Communication. The proposed version was approved by CAP by a vote of five in favor, zero opposed, with four members absent.

Sincerely,

Rida A.M.T. Farouki, Chair
Committee on Academic Personnel

Cc: Lynn Daum, Academic Affairs
PROFESSOR DEBRA LONG, CHAIR  
Committee on Academic Personnel  

RE: Revised Voting Procedures – Department of Communication  

Dear Debra:  

I am forwarding additional revisions to the Academic Senate Voting Procedures for the Department of Communication for review and approval by the Committee on Academic Personnel (CAP).  

I appreciate your assistance and look forward to receiving your response.  

Sincerely,  

Maureen L. Stanton  
Vice Provost—Academic Affairs  
Distinguished Professor—Evolution and Ecology  

/Imd  

Enclosures  

 c: Interim Dean Zhang  
    Associate Dean Feenstra  
    Chair Bell  
    Analyst Shorts  

1. **Merits, Promotions, Appraisals.**

   **A. Meetings.**

   The Department Chair will schedule a meeting to review a candidate’s merit or promotion case. The meeting will be scheduled at such a time that all faculty members who are reasonably able to attend may do so. Eligible voters who cannot attend the meeting may still vote.

   Except for the candidate whose case is under review, all Academic Senate faculty members in the Department will be invited to attend the meeting. Prior to the review meeting the Faculty Personnel Coordinator will make available online the appropriate documentation that pertains to the candidate’s case for advancement.

   **B. Promotions.**

   Promotions are voted upon only by Academic Senate faculty who have tenure or security of employment (SOE).

   - Professors, Associate Professors, Senior Lectures SOE, and Lecturers SOE have the right to vote on all cases of promotion from Associate Professor to Professor.

   - Professors, Associate Professors, Senior Lectures SOE, and Lecturers SOE have the right to vote on all cases of promotion from Assistant Professor to Associate Professor.

   - Professors, Associate Professors, Senior Lectures SOE, and Lecturers SOE have the right to vote on all cases of promotion from Lecture PSOE to Lecture SOE.

   - Professors, Associate Professors, Senior Lectures SOE, and Lecturers SOE have the right to vote on all cases of promotion from Senior Lecture PSOE to Senior Lecture SOE.

   Assistant Professors, Lectures PSOE, and Senior Lecturers PSOE do not vote on promotion cases, but are invited to attend the Department meetings in which such cases are discussed. Faculty members who are ineligible to vote on a promotion are nevertheless allowed to review the candidate’s materials and comment on the case in the meeting.

   For voting purposes, all cases that involve the removal of the Acting modifier from the title of a member of the Academic Senate shall be treated as promotions to the rank in question.

   **C. Merits.**

   All Academic Senate faculty shall vote in all cases of advancement within any rank that confers membership in the Academic Senate.
Within the rank of Full Professor, advancement to Step 6 and advancement to Above Scale are treated as merits, not promotions.

D. Reappointment, Termination, and Appraisal of Assistant Professors.

All cases of reappointments, terminations, or appraisals of Assistant Professors shall be voted upon by Professors, Associate Professors, Lectures SOE, and Senior Lecturers SOE.

2. Appointments to New Faculty Positions at any Level, to Joint Professor Positions at any Level and to Visiting Lecturer and Professional Research Positions.

A. New Faculty or Joint Professor.

All Academic Senate faculty in the Department have the right to vote on all new departmental appointments that confer membership in the Academic Senate. Prior to such a vote, all non-emeritae/i departmental members of the Academic Senate must be afforded an opportunity to make their opinions known to the voters.

B. Visiting Professors.

A selection committee appointed by the Department Chair will solicit applications from select universities and other UC campuses. The committee will be composed of Academic Senate faculty. The committee will make the decision on the final candidate, without consultation of the remaining faculty.

C. Professional Research Positions.

Faculty who bring in their own extramural grant money for their salaries and who wish to be affiliated with the Department can receive a professional research title. The appointment file must be reviewed and voted upon as designated in Item #2A.

3. Deferrals/Five Year Reviews.

A. Deferrals.

Deferrals are voted upon by Professors, Associate Professors, Lectures SOE, and Senior Lecturers SOE.

B. Five Year Reviews.

Five year reviews are voted upon by Professors, Associate Professors, Lectures SOE, and Senior Lecturers SOE.

4. Interdepartmental Transfers.

All members of the Academic Senate within the Department shall vote on any Interdepartmental Transfer that confers membership in the Academic Senate.
5. Voting Privileges of Permanent Faculty.

All members of the Academic Senate within the Department have voting privileges on non-personnel departmental issues.

6. Voting Privileges of Emeriti Faculty.

Emeriti Faculty are not allowed to vote on Department issues or personnel matters.

7. Voting Privileges of Phased Retirement Senate Faculty.

Faculty on phased retirement retain their full voting rights.


The actual method of voting shall be determined by the Department Chair, subject to the provision that all voting on personnel matters must be carried out by secret ballot. Votes on other departmental issues can be cast publicly, with the provision that no voter may be denied the option to require a secret ballot.


Recognizing that there may be various grounds for abstention, any faculty member has the right to abstain from any vote.


If at any time the Department’s voting procedures come into conflict with the UC Davis Academic Personnel Manual (APM) due to changes made in the APM, the APM rules and procedures will override the procedures described in this document. The Department Chair will, upon learning about any conflict, call a meeting of the Department’s Academic Senate faculty to revise its procedures to bring them in line with University requirements.
May 16, 2016

Interim Dean Li Zhang  
College of Letters and Science  
Division of Social Sciences

RE: Voting Procedures – Department of Communication

Dear Li:  

This letter is to inform you that the Committee on Academic Personnel has approved the revised voting procedures for the Senate Faculty in the Department of Communication, contingent on making the appropriate grammatical corrections. Please see CAP’s full response in the attached correspondence.

Sincerely,

[Signature]

Maureen L. Stanton  
Vice Provost—Academic Affairs  
Distinguished Professor—Evolution and Ecology

/Imd

Attachment

c: Associate Dean Feenstra  
   Chair Bell  
   Analyst Shorts
April 23, 2016

Maureen Stanton, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Communication

Dear Vice Provost Stanton,

CAP approves the Voting Procedures for the Department of Communication, seven members in favor, none opposed with two members absent. It was noted that there are inconsistencies within the document (Department is capitalized at times but not throughout) and the new Step Plus guidelines designate steps with Arabic numerals rather than Roman numerals. CAP approves the procedures contingent on making the appropriate corrections.

Sincerely,

Debra Long, Chair
Committee on Academic Personnel

Cc: Lynn Daum, Academic Affairs
PROFESSOR DEBRA LONG, CHAIR
Committee on Academic Personnel

RE:    Revised Voting Procedures – Department of Communication

Dear Debra:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Communication for review and approval by the Committee on Academic Personnel (CAP).

I appreciate your assistance and look forward to receiving your response.

Sincerely,

Maureen L. Stanton
Vice Provost—Academic Affairs
Distinguished Professor—Evolution and Ecology

/Imd

Enclosures

c:     Interim Dean Zhang
       Associate Dean Feenstra
       Chair Bell
       Analyst Shorts
January 22, 2016

Robert Feenstra, Associate Dean
Division of Social Sciences
College of Letters and Science

Dear Dean Feenstra:

The Department of Communication has revised its voting procedures to take into account the upcoming addition of a Lecture PSOE to our Academic Senate faculty. We essentially equated each PSOE/SOE title in the APM with a professorial rank. We then created two larger groups: faculty without tenure/SOE and faculty with tenure/SOE. Only tenured/SOE faculty vote on promotions. All faculty vote on merits.

Sincerely,

Robert A. Bell
Professor and Chair
1. Merits, Promotions, Appraisals.

A. Meetings.

The Department Chair will schedule a meeting to review a candidate’s merit or promotion case. The meeting will be scheduled at such a time that all faculty members who are reasonably able to attend may do so. Eligible voters who cannot attend the meeting may still vote.

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Assistant Professors, Lectures PSOE, and Senior Lecturers PSOE do not vote on promotion cases, but are invited to attend the department meetings in which such cases are discussed. Faculty members who are ineligible to vote on a promotion are nevertheless allowed to review the candidate’s materials and comment on the case in the meeting.

For voting purposes, all cases that involve the removal of the Acting modifier from the title of a member of the Academic Senate shall be treated as promotions to the rank in question.

C. Merits.

All Academic Senate faculty shall vote in all cases of advancement within any rank that confers membership in the Academic Senate.
Within the rank of Full Professor, advancement to Step VI and advancement to Above Scale are treated as merits, not promotions.

D. Reappointment, Termination, and Appraisal of Assistant Professors.

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Emeriti Faculty are not allowed to vote on department issues or personnel matters.

7. **Voting Privileges of Phased Retirement Senate Faculty.**

Faculty on phased retirement retain their full voting rights.

8. **Method of Voting.**

The actual method of voting shall be determined by the Department Chair, subject to the provision that all voting on personnel matters must be carried out by secret ballot. Votes on other departmental issues can be cast publicly, with the provision that no voter may be denied the option to require a secret ballot.

9. **Abstentions.**

Recognizing that there may be various grounds for abstention, any faculty member has the right to abstain from any vote.

10. **Conflicts with the Academic Personnel Manual policies and procedures.**

If at any time the Department’s voting procedures come into conflict with the UC Davis Academic Personnel Manual (APM) due to changes made in the APM, the APM rules and procedures will override the procedures described in this document. The Department Chair will, upon learning about any conflict, call a meeting of the department’s Academic Senate faculty to revise its procedures to bring them in line with University requirements.