

October 16, 2016

**Maureen Stanton**, Vice Provost  
Academic Affairs

Re: Revised Voting Procedures: Department of Materials Science and Engineering

Dear Vice Provost Stanton,

The Committee on Academic Personnel (CAP) has reviewed the Department of Materials Science and Engineering Voting Procedures, submitted via the Vice Provost for Academic Affairs on May 27, 2016. CAP approves the procedures as conforming to Senate Bylaw 55. The vote was eight in favor and none opposed, with one member absent.

Sincerely,

A handwritten signature in cursive script that reads "Rida A.M.T. Farouki".

Rida Farouki, Chair  
Committee on Academic Personnel

Cc: Lynn Daum, Academic Affairs

May 27, 2016

**PROFESSOR DEBRA LONG, CHAIR**  
Committee on Academic Personnel

RE: New Voting Procedures for Department of Chemical Engineering and  
Department of Materials Science and Engineering

Dear Debra:

I am forwarding the Academic Senate Voting Procedures for the reconstituted Department of Chemical Engineering and the Department of Materials Science and Engineering 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

/lmd

Enclosures

c: Dean Curtis  
Associate Dean Wu  
Chair Faller (Chemical Engineering)  
Chair Risbud (Materials Science & Engineering)  
Analyst Richardson

UC DAVIS: COLLEGE OF ENGINEERING  
DEPARTMENT OF CHEMICAL ENGINEERING

March 31, 2016

To: Maureen Stanton, Vice Provost  
Academic Personnel Office of the Provost

From: Roland Faller, Chair   
Chemical Engineering

Re: New Voting Bylaws

The reconstituted department of Chemical Engineering requests approval of the attached voting procedures that the Chemical Engineering and Materials Science eligible members voted on and approved. The results of that vote are also attached.

Thank you.

Cc: Dean Jennifer Curtis

Attachments: Bylaws  
Voting results

APPROVAL RECOMMENDED:

 4/1/16  
Jennifer S. Curtis, Dean  
College of Engineering

## Voting Bylaws for the Department of Chemical Engineering

### a. Academic Senate Voting Rights

1. All Academic Senate faculty members in the department of Chemical Engineering, including tenured, tenure-track and LSOE/LPSOE titles have voting privileges on all departmental academic personnel actions (merit, promotion, appraisal, five-year review, appointments, and interdepartmental transfers).
2. Emeriti faculty do not have voting privileges on any departmental personnel actions.
3. Non-senate academic appointees do not have voting privileges on any departmental personnel actions.
4. Any departmental personnel action is voted on by secret ballot.

### b. Academic Federation Voting Group and Peer Group Plan

1. In accordance with policy and the Academic Federation Annual Call for Merit and Promotion Actions, individuals undergoing an academic review are asked to prepare a dossier detailing their accomplishments during the period of review. They are also asked to provide the Department Chair with names of up to five Federation members to participate in the peer review group for their action. The candidate may also provide names s/he does not wish to participate in the peer review group with a written justification.
2. The Department Chair forms the peer review group from Academic Federation and the suggestions of the candidate. The peer group contains at least three members.
3. The peer group evaluates the dossier prepared by the candidate, votes on the actions, and then submits the result of the vote and written comments to the Department Chair.
4. Adjunct professor appointees do not have voting privileges on any departmental personnel actions.
5. The peer group report is added to the dossier and made available to all Departmental Academic Senate faculty with voting rights. If the action is a promotion case it will be discussed at a faculty meeting.
6. The action is voted by secret ballot by all eligible to vote.
7. After the vote the Chair prepares a department letter including the results of the vote and appends all comments received through the (normally electronic) voting process. This letter is available to the faculty for at least three business days.
8. The Chair reviews the department letter with the candidate. The candidate is provided with copies of the department letter, ballot comments and (if necessary redacted) comments by the Peer Review Group. The entire dossier is forwarded to the next level.

UC DAVIS COLLEGE OF ENGINEERING  
DEPARTMENT OF MATERIALS SCIENCE & ENGINEERING

March 31, 2016

To: Maureen Stanton, Vice Provost  
Academic Personnel, Office of the Provost

From: Subhash H. Risbud, Chair  
Materials Science & Engineering

Re: New Voting Bylaws

The reconstituted department of Materials Science and Engineering requests approval of the attached voting procedures that the Chemical Engineering and Materials Science eligible members voted on and approved. The results of that vote are also attached.

Thank you.

Cc: Dean Jennifer Curtis

Attachments: Bylaws  
Voting results

APPROVAL RECOMMENDED:

  
Jennifer S. Curtis, Dean  
College of Engineering

## Voting Bylaws for the Department of Materials Science and Engineering

### a. Academic Senate Voting Rights

1. All Academic Senate faculty members in the department of Materials Science and Engineering, including tenured, tenure-track and LSOE/LPSOE titles have voting privileges on all departmental academic personnel actions (merit, promotion, appraisal, five-year review, appointments, and interdepartmental transfers).
2. Emeriti faculty do not have voting privileges on any departmental personnel actions.
3. Non-senate academic appointees do not have voting privileges on any departmental personnel actions.
4. Any departmental personnel action is voted on by secret ballot.

### b. Academic Federation Voting Group and Peer Group Plan

1. In accordance with policy and the Academic Federation Annual Call for Merit and Promotion Actions, individuals undergoing an academic review are asked to prepare a dossier detailing their accomplishments during the period of review. They are also asked to provide the Department Chair with names of up to five Federation members to participate in the peer review group for their action. The candidate may also provide names s/he does not wish to participate in the peer review group with a written justification.
2. The Department Chair forms the peer review group from Academic Federation members and the suggestions of the candidate. The peer group contains at least three members.
3. The peer group evaluates the dossier prepared by the candidate, votes on the actions, and then submits the result of the vote and written comments to the Department Chair.
4. Adjunct professor appointees do not have voting privileges on any departmental personnel actions.
5. The peer group report is added to the dossier and made available to all Departmental Academic Senate faculty with voting rights. If the action is a promotion case it will be discussed at a faculty meeting.
6. The action is voted by secret ballot by all eligible to vote.
7. After the vote the Chair prepares a department letter including the results of the vote and appends all comments received through the (normally electronic) voting process. This letter is available to the faculty for at least three business days.
8. The Chair reviews the department letter with the candidate. The candidate is provided with copies of the department letter, ballot comments and (if necessary redacted) comments by the Peer Review Group. The entire dossier is forwarded to the next level.