December 27, 2017

**Philip Kass**  
Vice Provost, Academic Affairs

**Re: Revised Voting Procedures: Department of Dermatology**

Dear Vice Provost Kass,

The Committee on Academic Personnel (CAP) has reviewed the revisions of the Department of Dermatology Voting Procedures, submitted via the Vice Provost for Academic Affairs on December 14, 2017. CAP approves the revised voting procedures. The vote was 7 in favor and 0 opposed, with 2 members absent.

Sincerely,

Mary Christopher, Chair  
Committee on Academic Personnel

c: Lara Stilling, Academic Affairs
PROFESSOR MARY CHRISTOPHER, CHAIR  
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Dermatology

Dear Mary:

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

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

Sincerely,

Philip H. Kass  
Vice Provost—Academic Affairs  
Professor of Analytic Epidemiology,  
Population Health and Reproduction (Veterinary Medicine),  
and Public Health Sciences (Medicine)

/lhs

Enclosures

c: Associate Vice Chancellor Clancy  
Chair Hwang  
Analyst Sarah Johnson
Department of Dermatology
Academic Senate Faculty Voting Policies and Procedures

The following voting procedures apply to all faculty appointment, merit, appraisal, promotion, non-reappointments and termination actions for the Regular, In-Residence, Clinical X, Adjunct, and Health Sciences series. On actions for Academic Senate faculty, only Academic Senate faculty members shall be able to vote. Academic Federation faculty can only consult regarding the quality of a Senate Faculty Member's record. On actions for Academic Federation faculty, both Academic Senate and Academic Federation faculty members shall be able to vote.

An emeritus member of the Academic Senate in the Department does not have the right to vote on personnel actions. They may be consulted on other departmental issues.

These voting procedures do not apply to voluntary clinical faculty and MSP physician titles. Faculty members who hold a primary appointment in another academic unit and a courtesy/secondary appointment (WOS) in the Department of Dermatology will not vote on Department of Dermatology actions.

All voting and consultations will be completed using the web-based electronic voting system when possible.

I. Review of Dossier

The Department letter shall contain a comprehensive account of that part of the candidate's dossier that is relevant to the action. It shall also include a careful evaluation of the strengths and weaknesses of the candidate's academic record, providing constructive guidance necessary for a faculty member's continued satisfactory progression. The Chair will distribute the draft department letter and dossier to all eligible voting faculty, soliciting their comments and observations for incorporation into the final department letter.
II. Voting

Members of the Academic Senate (Regular/Ladder Rank, In-Residence, and Clinical X Series) will vote on all academic actions, both Academic Senate and Academic Federation.

Members of the Academic Federation will vote only on Academic Federation actions and consult on Academic Senate actions. Academic Federation members in the Department of Dermatology include Adjunct Professor, Health Sciences Clinical Professor, Professional Research, Project Scientist and Specialist (except Junior Specialist) titles.

These voting procedures have been approved by the Academic Senate faculty and will take effect on July 1, 2017.

Approved:

Samuel T. Hwang, MD, PhD, Chair and Professor
Department of Dermatology

Date 11.29.17