August 7, 2017

PROFESSOR RIDA FAROUKI, CHAIR
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Environmental Toxicology

Dear Rida:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Environmental Toxicology 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: Dean Dillard
   Associate Dean Tjeerdema
   Chair Rice
   Analyst Chriss
Voting Procedures
Department of Environmental Toxicology

The Department of Environmental Toxicology will follow these procedures in preparing recommendations for appointment, merit and promotions, deferrals/five year review, interdepartmental transfers, phased retirements, and appraisals for eligible academic members. According to current voting procedures this statement was approved by vote of all Academic Senate faculty and Academic Federation (AF) members (vote tally attached).

Voting procedures for Academic Senate faculty and Academic Federation members (including CE Specialists) are indicated below.

Academic Senate Faculty

For appointments, merits, promotions, deferrals/five year reviews, interdepartmental transfers and appraisals of Academic Senate faculty, Academic Senate faculty are asked to vote on the action, and Academic Federation and active Emeriti are asked to comment on the action. Before voting on an appointment or promotion, the voting faculty will meet to evaluate and discuss the dossier. The Department Chair includes the vote and comments from both the voting and advisory participants in the departmental letter to the Dean.

A copy of the Departmental letter with vote distribution (without names), and all materials to be forwarded relative to the action are made known to the eligible member, including a copy of outside letters (redacted) per University requirements, and he/she is informed of the steps through which the dossier will go.

Academic Federation Members including CE Specialists

For merits, promotion, deferrals/five year reviews and appraisals for Academic Federation members, the voting group will include all Academic Senate and Academic Federation members of the department, who will review and vote on the action. The candidate can chose an AF Peer Group by having: 1) all the department Academic Federation members make up the peer group; or 2) candidate may elect to have a different peer group by submitting a list of candidates. Individuals with the same title in the department will be expected to serve on the peer group, and additional members can be identified by the immediate supervisor and/or department chair. If the peer group is different from the voting group, the peer group will initially evaluate the candidate's dossier and provide a review to the voting group prior to holding the vote. The peer group will be a minimum of 5 individuals, with representation by individuals who are in the same series and/or have similar research interests.

The votes for Academic Federation and Academic Senate will be reported separately in the Departmental letter. A copy of the Departmental letter with vote distribution (without names), and all materials to be forwarded relative to the action are made known to the eligible member, including a copy of outside letters (redacted) per University requirements, and he/she is informed of the steps through which the dossier will go.

For appointments and interdepartmental transfers of Academic Federation members, all Academic Senate and Academic Federation members review the dossier and vote to recommend to the Department Chair the suitability of the action.

A copy of the Departmental letter with vote distribution (without names) for each step, and all materials to be forwarded relative to the action are made known to the eligible member, including a copy of outside letters (redacted) per University requirements, and he/she is informed of the steps through which the dossier will go.
August 2, 2017

DEAN HELENE DILLARD  
College of Agricultural and Environmental Sciences

RE: Voting Procedures – Department of Environmental Toxicology

Dear Helene:

The Committee on Academic Personnel (CAP) has reviewed the voting procedures for the Department of Environmental Toxicology and recommends additional changes, as outlined in their attached memo.

Please forward a revised copy of the Voting Procedures to my office for submission to CAP.

Sincerely,

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

/lhs

Attachment

c: Associate Dean Tjeerdema  
Chair Rice  
Analyst Chriss
July 26, 2017

Philip Kass, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Environmental Toxicology

Dear Vice Provost Kass,

The Committee on Academic Personnel (CAP) has reviewed the Voting Procedures of the Department of Environmental Toxicology, dated May 5, 2017, submitted via the Vice Provost for Academic Affairs. CAP recommends the following modifications:

1. Introductory paragraphs #2 and #3 should be removed. A description of the process leading up to a vote can be included in other departmental documents, but it does not belong in the Voting Procedures document.

2. The “Additions” section should be removed. Aside from Assistant Professors being considered for tenure, additions to a dossier cannot ordinarily be included once it has been voted upon and submitted.

3. CAP encourages the Department letter to report the cumulative vote outcomes for each step, consistent with Step Plus guidelines.

Sincerely,

Rida Farouki, Chair
Committee on Academic Personnel

Cc: Lynn Daum, Academic Affairs
PROFESSOR RIDA FAROUKI, CHAIR  
Committee on Academic Personnel  

RE: Revised Voting Procedures – Department of Environmental Toxicology  

Dear Rida:  

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Environmental Toxicology 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: Dean Hillard  
   Associate Dean Tjeerdema  
   Chair Rice  
   Analyst Chriss
DATE: May 5, 2017

TO: Maureen Stanton, Vice Provost
    Academic Affairs

FROM: Robert H. Rice, Chair  
      Department of Environmental Toxicology

REGARDING: Voting Procedures – Department of Environmental Toxicology

Please find attached are our revised voting procedures for the Department of Environmental Toxicology.

According to our current voting procedures, the new procedures are overwhelmingly approved by a vote of the Academic Senate faculty and Academic Federation members. The department vote of the Academic Senate members consisted of eight (8) members voting in favor of the new procedures, none (0) voted against the new procedures, and three (3) did not respond. Eleven (11) Academic Federation members voted in favor of the new voting procedures, none (0) were opposed, and eight (8) did not respond.

Please let me know if I can provide additional information.

[Signature]

Ronald S. Tijerdena, Associate Dean
Voting Procedures
Department of Environmental Toxicology

The Department of Environmental Toxicology will follow these procedures in preparing recommendations for appointment, merit and promotions, deferrals/five year review, interdepartmental transfers, phased retirements, and appraisals for eligible academic members. According to current voting procedures this statement was approved by vote of all Academic Senate faculty and Academic Federation (AF) members (vote tally attached).

The eligible academic member is first contacted by, or in some cases takes the initiative to contact, the Department Chair regarding options, and a plan is then formulated for merit and promotion actions. This process is assisted by Metro Cluster academic personnel administrators, who keep track of the merit and promotion schedule. The academic member is asked to furnish materials related to teaching, research and service activities as appropriate to the position’s title, held by that academic member. A dossier is prepared by the Metro staff and approved by the Department Chair. It is the academic member’s responsibility to review the information in the dossier for completeness and accuracy. When required, outside letters of evaluation are requested by the Chair from experts in the individual’s field of activity. Solicitations are made from lists of names suggested by the candidate and the Chair.

In the case of appointments, a Search Committee is recommended by the Chair and appointed by the Dean to conduct the search process and to assist the Department in candidate selection, a process supervised by the Department Chair. The Search Committee Chair has a responsibility to assist the Department Chair in preparing the departmental appointment letter.

Voting procedures for Academic Senate faculty and Academic Federation members (including CE Specialists) are indicated below.

Academic Senate Faculty

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The votes for Academic Federation and Academic Senate will be reported separately in the Departmental letter. A copy of the Departmental letter with vote distribution (without names), and all materials to be forwarded relative to the action are made known to the eligible member, including a copy of outside letters (redacted) per University requirements, and he/she is informed of the steps through which the dossier will go.

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A copy of the Departmental letter with vote distribution (without names), and all materials to be forwarded relative to the action are made known to the eligible member, including a copy of outside letters (redacted) per University requirements, and he/she is informed of the steps through which the dossier will go.

Additions

When substantive additional information relative to the merit/promotion action are made known to the Department Chair after the letter and dossier have been forwarded, this additional information is then sent as an addendum to the letter, again with contents being made known to the faculty or federation member under consideration.
August 24, 2017

**Philip Kass**, Vice Provost
Academic Affairs

Re: **Revised Voting Procedures**: Department of Environmental Toxicology

Dear Vice Provost Kass,

The Committee on Academic Personnel (CAP) has reviewed the second revision of the Department of Environmental Toxicology Voting Procedures, submitted via the Vice Provost for Academic Affairs on August 7, 2017. CAP approves the revised voting procedures. The vote was six in favor and none opposed, with three members absent.

Sincerely,

Rida Farouki, Chair
Committee on Academic Personnel

Cc: Lara Stilling, Academic Affairs