PROFESSOR RIDA FAROUKI, CHAIR  
Committee on Academic Personnel 

RE:  Revised Voting Procedures – Department of Music  

Dear Rida: 

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Music 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 Spiller  
       Associate Dean Waters  
       Chair Spiller  
       Analyst Mattheis
July 26, 2017

Vice Dean Susan Kaiser  
Division of Humanities, Arts and Cultural Studies  
University of California, Davis

Dear Vice Dean Kaiser,

The Department of Music has reviewed and updated their voting procedures. The revised procedures were voted on by Academic Senate members in the department and voting results of the 13 eligible members were; 10 yes, 0 no, 0 abstentions with 3 members not voting (1 on leave, 1 recused and 1 not voting by the deadline). I ask that you send the attached new procedures forward to CAP for their review and approval.

Sincerely,

[Signature]

Henry Spiller, Chair  
Department of Music

Attachment
VOTING PRIVILEGES AND PROCEDURES FOR ACADEMIC SENATE PERSONNEL ACTIONS

REVISED 7/26/2017

Voting Privileges of Non-emeritus Academic Senate Members

1) All non-emeritae/i members of the Academic Senate holding an appointment in the department vote on all faculty appointments in the department.

2) Professors and Associate Professors vote on all merit and promotion actions in the department.

3) Assistant Professors participate in the review of personnel actions, but do not vote.

Voting Privileges for Lecturers with Security of Employment and Senior Lecturers with Security of Employment.
For voting purposes, the titles ‘Lecturer SOE’ and ‘Senior Lecturer ’SOE’ are to be construed as equivalent in rank to “Associate Professor” and “Professor,” respectively.

Voting Privileges of Emeriti Faculty
Voting privileges on academic personnel actions in the department are not extended to emeriti faculty.

Voting Privileges of Adjunct Faculty
The Department allows adjunct faculty of equivalent rank to participate in the review of personnel actions, but they may not vote.

Procedure for Interdepartment Transfers
Interdepartment transfers are treated as appointments.

Procedure for Deferrals/Five-Year Reviews
The department chair will conduct deferrals and five-year reviews.

Procedure for Visiting Appointments
The Chair, after appropriate consultation, will make the final recommendation.
August 2, 2017

DEAN ELIZABETH SPILLER
College of Letters and Science

RE: Voting Procedures – Department of Music

Dear Elizabeth:

The Committee on Academic Personnel (CAP) has reviewed the voting procedures for the Department of Music 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 Waters
   Chair Spiller
   Analyst Mattheis
July 26, 2017

Philip Kass, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Music

Dear Vice Provost Kass,

The Committee on Academic Personnel (CAP) has reviewed the Voting Procedures of the Department of Music, dated June 2, 2017, submitted via the Vice Provost for Academic Affairs. CAP requests the consideration of the following suggestions:

1. In point (1) and elsewhere, please avoid introducing new terms such as “Normal Music Faculty Members” and instead use “non-emeritus Academic Senate members”.
2. In point (3), CAP encourages the inclusion of a statement that allows Assistant Professors to participate in the review of personnel actions, but not vote (e.g., see the language in Voting Privileges of Adjunct Faculty).
3. In Voting Privileges of Adjunct Faculty, delete “In accordance with Academic Senate Bylaw 55” since Adjunct Faculty are not Academic Senate members.
4. CAP encourages the Department letter to report the cumulative vote outcomes for each step, consistent with Step Plus guidelines.

CAP looks forward to receiving the revised Voting Procedures document.

Sincerely,

Rida Farouki, Chair
Committee on Academic Personnel

Cc: Lynn Daum, Academic Affairs
July 11, 2017

PROFESSOR RIDA FAROUKI, CHAIR
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Music

Dear Rida:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Music 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 Spiller
Vice Dean Kaiser
Chair Hess
Analyst Mattheis
DEPARTMENT OF MUSIC
COLLEGE OF LETTERS AND SCIENCES
DIVISION OF HUMANITIES, ARTS, AND CULTURAL STUDIES

June 6, 2017

Vice Dean Susan Kaiser
Division of Humanities, Arts and Cultural Studies
University of California, Davis

Dear Vice Dean Kaiser,

The Department of Music has reviewed and updated its voting procedures. The revised procedures were voted on by Academic Senate members in the department and voting results of the 13 eligible members were; 10 yes, 0 no, 0 abstentions with 3 members not voting (1 on leave, 1 recused and 1 not voting by the deadline). I ask that you send the attached new procedures forward to CAP for their review and approval.

Sincerely,

Carol A. Hess, Chair
Department of Music

Attachment

I CONCUR

Susan B. Kaiser
6-15-17
Voting Privileges of Normal Music Faculty Members

1) All non-eremitae/i members of the Academic Senate holding an appointment in the department (abbreviated here with as "normal music faculty") vote on all faculty appointments in the department.

2) Professors and Associate Professors vote on all merit and promotion actions in the department.

3) Assistant Professors do not vote on any merit and promotion actions in the department, at any rank.

Voting Privileges for Lecturers with Security of Employment and Senior Lecturers with Security of Employment.

For voting purposes, the titles “Lecturer SOE” and “Senior Lecturer SOE” are to be construed as equivalent in rank to “Associate Professor” and “Professor,” respectively.

Voting Privileges of Emeriti Faculty
Voting privileges on academic personnel actions in the department are not extended to emeriti faculty.

Voting Privileges of Adjunct Faculty
In accordance with Academic Senate Bylaw 55, the Department allows adjunct faculty of equivalent rank to participate in the review of personnel actions, but they may not vote.

Procedure for Interdepartment Transfers
Interdepartment transfers are treated as appointments.

Procedure for Deferrals/Five-Year Reviews
The department chair will conduct deferrals and five-year reviews.

Procedure for Visiting Appointments
The Chair, after appropriate consultation, will make the final recommendation.
August 24, 2017

Philip Kass, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Music

Dear Vice Provost Kass,

The Committee on Academic Personnel (CAP) has reviewed the second revision of the Department of Music Voting Procedures, submitted via the Vice Provost for Academic Affairs on August 4, 2017. CAP approves the revised voting procedures. The vote was six in favor and none opposed, with three members absent.

However, CAP notes that there were several grammatical errors and inconsistencies in these procedures and recommends that the Department correct these items before the procedures are finalized.

Sincerely,

Rida Farouki, Chair
Committee on Academic Personnel

Cc: Lara Stilling, Academic Affairs