February 1, 2017

Maureen Stanton, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Physical Medicine and Rehabilitation

Dear Vice Provost Stanton,

The Committee on Academic Personnel (CAP) has reviewed the proposed revision of the Department of Physical Medicine and Rehabilitation Voting Procedures, submitted via the Vice Provost for Academic Affairs on January 10, 2017. CAP approves the revised voting procedures. The vote was eight in favor and none opposed, with one member absent.

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 Physical Medicine and Rehabilitation

Dear Rida:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Physical Medicine and Rehabilitation 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

/Lhs

Enclosures

c: Associate Vice Chancellor Clancy
   Chair McDonald
   Analyst Johnson
   Executive Assistant Laura Friudenberg
To: Colleen E. Clancy, Ph.D.,
Associate Vice Chancellor for Academic Personnel
University of California Davis School of Medicine

Maureen Stanton, Ph.D.
Vice Provost of Academic Affairs
University of California Davis

FROM: Craig M. McDonald, MD
Professor and Chair, Department of Physical Medicine & Rehabilitation
Professor of Pediatrics
University of California Davis School of Medicine

DATE: 1/9/2017

RE: Consultation and Voting Procedures for Department of Physical Medicine & Rehabilitation Academic Senate Personnel Actions - Revised

A vote of current Senate members was held September 6, 2016 and they unanimously approved a draft version of the Department of Physical Medicine & Rehabilitation Consultation and Voting Procedures for Academic Senate Personnel Actions and this which was submitted to the Committee on Academic Personnel (CAP) via the Vice Provost for Academic Affairs on November 22, 2016. Recommended changes by CAP (see attached correspondence from Rida Farouki, Chair, Committee on Academic Personnel January 6, 2017) were incorporated into a final revised version of the Department of Physical Medicine & Rehabilitation Consultation and Voting Procedures, and on January 9, 2017 the following procedures were unanimously approved by Academic Senate Faculty in the Department of PM&R:

- In accordance with APM UCD-220, Exhibit A "Consultation and Voting on Academic Senate Personnel Actions," the department uses a single voting process for these actions:
  - New appointments and promotions, including the Adjunct Professor series
  - Merit increases
  - Appraisals
  - Joint appointments (salaried and non-salaried)
  - Changes in status
  - Interdepartmental transfers

- A dossier appropriate to the anticipated action will be prepared by the candidate and the
department in a format consistent with University policy for Academic Senate faculty members and guidance from the Campus Academic Personnel and School of Medicine Dean's Offices. A draft of the department letter and the dossier will be available for review by all Senate faculty and Academic Federation academic members.

- In accordance with policy and with Section 55.C. in the Academic Senate Bylaws, all Senate faculty may vote on the actions of other Senate faculty members, regardless of rank and step. Non-Senate academic members may consult, but not vote, on the personnel actions of Senate faculty members. Votes and any comments are confidential to the Chair and candidate. The vote and comments will be recorded in the department letter.

- The candidate will review the department letter including vote count and the dossier. The candidate may make copies of these materials if he/she wishes.

Please forward this policy to the Oversight Subcommittee of the Committee on Academic Personnel (CAP) for review. If you wish to discuss this policy, please feel free to contact me at 734-2923.

CC: Cassandra Bisbee, Cluster Analyst
Lynn Daum, Executive Analyst to Vice Provost of Academic Affairs
January 6, 2017

ASSOCIATE VICE CHANCELLOR CLANCY
School of Medicine

RE: Voting Procedures – Department of Physical Medicine and Rehabilitation

Dear Colleen:

The Committee on Academic Personnel (CAP) has reviewed the voting procedures for the Department of Physical Medicine and Rehabilitation and recommends an additional change, as outlined in their attached memo.

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

Sincerely,

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

/lhs

Attachment

c: Chair McDonald
   Analyst Johnson
   Executive Assistant Laura Friudenberg
January 6, 2017

Maureen Stanton, Vice Provost
Academic Affairs

Re: Revised Voting Procedures: Department of Physical Medicine and Rehabilitation

Dear Vice Provost Stanton,

The Committee on Academic Personnel (CAP) has reviewed the proposed revision of the Department of Physical Medicine and Rehabilitation Voting Procedures, submitted via the Vice Provost for Academic Affairs on November 22, 2016. CAP recommends the following changes:

1. In the first bullet item, “New appointments and advancements” should be changed to “New appointments and promotions”.
2. “Deferrals” should be removed from the list in the first bullet item, since Department faculty do not ordinarily vote on deferrals.
3. In the second bullet item, “prepared by the candidate” should be changed to “prepared by the candidate and the department”.
4. In the third bullet item, the last two sentences should be changed to: “Votes and any comments are confidential to the Chair and candidate. The vote and comments will be recorded in the department letter.”

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 Physical Medicine and Rehabilitation

Dear Rida:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Physical Medicine and Rehabilitation 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

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Enclosures

c: Associate Vice Chancellor Clancy
Chair McDonald
Executive Assistant Laura Friudenberg
TO: Colleen E. Clancy, Ph.D.,
Associate Vice Chancellor for Academic Personnel
University of California Davis School of Medicine

Maureen Stanton, Ph.D.
Vice Provost of Academic Affairs
University of California Davis

FROM: Craig M. McDonald, MD
Professor and Chair, Department of Physical Medicine & Rehabilitation
Professor of Pediatrics
University of California Davis School of Medicine

DATE: 11/21/2016

RE: Consultation and Voting Procedures for Department of Physical Medicine & Rehabilitation
Academic Senate Personnel Actions

A recent review was conducted of the Department of Physical Medicine & Rehabilitation's currently approved voting procedures (adopted over 30 years ago) as well as a review of several other approved voting procedures from other Departments in the School of Medicine. A vote of current Senate members and one new faculty Senate hire in the department was held September 6, 2016 and the Department of Physical Medicine & Rehabilitation unanimously approved the following review process for Academic Senate personnel actions:

- In accordance with APM UCD-220, Exhibit A "Consultation and Voting on Academic Senate Personnel Actions," the department uses a single voting process for these actions:
  - New appointments and advancements, including the Adjunct Professor series
  - Merit increases
  - Deferrals
  - Appraisals
  - Joint appointments (salaried and non-salaried)
  - Changes in status
  - Interdepartmental transfers
A dossier appropriate to the anticipated action will be prepared by the candidate in a format consistent with University policy for Academic Senate faculty members and guidance from the Campus Academic Personnel and School of Medicine Dean's Offices. A draft of the department letter and the dossier will be available for review by all Senate faculty and Academic Federation academic members.

In accordance with policy and with Section 55.C. in the Academic Senate Bylaws, all Senate faculty may vote on the actions of other Senate faculty members, regardless of rank and step. Non-Senate academic members may consult, but not vote, on the personnel actions of Senate faculty members. Votes and any comments are confidential to the Chair. The vote will be recorded in the department letter.

The candidate will review the department letter including vote count and the dossier. The candidate may make copies of these materials if he/she wishes.

Please forward this policy to the Oversight Subcommittee of the Committee on Academic Personnel (CAP) for review. If you wish to discuss this policy, please feel free to contact me at 734-2923.

CC: Cassandra Bisbee, Cluster Analyst
    Lynn Daum, Executive Analyst to Vice Provost of Academic Affairs