September 28, 2017

Philip Kass, Vice Provost  
Academic Affairs  

Re: Revised Voting Procedures: Department of Physiology and Membrane Biology  

Dear Vice Provost Kass,

The Committee on Academic Personnel (CAP) has reviewed the revisions of the Department of Physiology and Membrane Biology Voting Procedures, submitted via the Vice Provost for Academic Affairs on August 31, 2017. CAP approves the revised voting procedures. The vote was eight in favor and none opposed, with one member absent.

However, the committee would like to recommend that the department make the following changes to the procedures:

- The second point of the procedures should be updated from “Our voting procure will allow” to “Our voting procedures is as follows”
- Under point 2.b, the phrase should be changed from “they can participate of discussions on the promotion” to “they can participate in discussions on the promotion.”

Sincerely,

Mary Christopher, Chair  
Committee on Academic Personnel  

Cc: Lara Stilling, Academic Affairs
PROFESSOR RIDA FAROUKI, CHAIR  
Committee on Academic Personnel  

RE: Revised Voting Procedures – Department of Physiology and Membrane Biology  

Dear Rida:  

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Physiology and Membrane Biology 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 Santana  
Analyst Candace Reynolds
May 22, 2017

Academic Senate  
Senate on Academic Personnel

RE: Amendment to the Departmental Personnel Action Voting Guidelines

The faculty of the Department of Physiology and Membrane Biology approved the following new voting guidelines:

1. Tenured, tenure-track, and recalled emeriti faculty have the right to vote on all actions within and above their professional rank.

2. Federation members in the department will be consulted and invited to comment on Academic Senate actions.

3. Academic Federation members have the right to vote on all academic federation personnel actions regardless of rank and step.

The departmental vote on these changes was as follows: **16 voted in favor, 4 did not vote, and 0 abstain.**

Attached are the revised voting procedures.

Sincerely,

Luis F. Santana  
Professor and Chair  
Department of Physiology and Membrane Biology

Attachments: Voting Procedures for Senate and Federation Members.
We propose the following voting procedures on personnel actions for our Department:

1. All Academic Senate members in the regular and in-residence series in our Department have voting privileges on personnel matters.

2. Our voting procedure will allow:
   a. All recalled emeriti faculty as well as tenured and tenure-track faculty will have the right to vote on all personnel actions regardless of rank and step.
   b. As stated in Academic Senate Bylaw 55, while inactive emeriti faculty will not vote on personnel actions, they can participate of discussions on the promotion packets that will be included in the Department letter.
   c. Although we do not currently have Academic Federation members in our department, should one or more join the Department in the future, they will not have the right to vote on personnel actions involving Academic Senate members. However, Federation faculty will be consulted and invited to comment on all Academic Senate Actions, including:
      i. New appointments
      ii. Merit increases
      iii. Deferrals
      iv. Appraisals
      v. Change in status
      vi. Interdepartmental transfers
   d. Academic Federation members will have the right to vote on all academic federation personnel actions regardless of rank and step. The head of the academic department will form an Academic Federation peer review group comprised of a minimum of five federation and senate members from within and outside the department with at least two members having the same title/function as the candidate.

3. All tenure promotions will require an in-person meeting by all senate faculty members to discuss the candidate packet, which should include a detailed description of accomplishments in all relevant areas.

   All appointments to senate faculty (i.e., regular and in-residence series) will require candidates to present their research to the Department and a discussion with senate faculty on their research plans, including funding. These appointments will require a meeting by the faculty to discuss pros and cons before a vote. Votes will be recorded per Academic Senate Bylaw 55.

4. In accordance to APM 160, all discussions and votes regarding personnel actions will be strictly confidential.