

March 18, 2021

**Phil Kass**

Vice Provost, Academic Affairs

**RE:** Revised Voting Procedures: Department of Civil and Environmental Engineering

Dear Vice Provost Kass:

The Committee on Academic Personnel (CAP) has reviewed the revisions to the Department of Civil and Environmental Engineering's voting procedures, submitted on March 2, 2021. CAP approves the revised voting procedures.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Tell".

Lisa Tell

Chair, Committee on Academic Personnel – Oversight

March 2, 2021

**LISA TELL, CHAIR**

Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Civil and Environmental Engineering

Dear Lisa:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Civil and Environmental Engineering 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)

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Enclosures

c: Interim Dean Gibeling  
Associate Dean Panitch  
Chair Cappa  
Analyst Christensen

Date: January 19, 2021

To: Jeffery Gibeling, Interim Dean

Fr: Christopher Cappa, Chair



Re: **Change in Voting Policy and Procedures of the Department of Civil and Environmental Engineering**

In accordance with UC Bylaw 55, the department of Civil and Environmental Engineering requests the following changes in the department voting Policy and Procedure. These are summarized here, with full text of the revised documents provided below and track changes versions provided as separate attachments.

*Voting Policy Summary:* The voting privileges of LSOE-series Academic Senate members were extended to allow for LSOE-series faculty to have equivalent voting rights to Professor-series Academic Senate members. It was also clarified that Emeriti do not count as part of the quorum. Finally, it was clarified that voting on Deferrals and Five Year Reviews falls under the rules associated with voting on standard Merit and Promotion Actions. As per Bylaw 55, to extend voting privileges further for LSOE-series faculty, the following steps were conducted.

1. Department-wide discussion at a faculty meeting on Dec. 11, 2020
2. A ballot of the faculty polling the group of Professor-series faculty who currently hold the right to vote on merits within the Assistant Professor Rank was initiated. This group currently includes Assistant, Associate, and Full Professors. These persons voted on the following question

**DO YOU SUPPORT MODIFYING THE DEPARTMENT VOTING POLICY TO ALLOW PROFESSORS OF TEACHING (LSOE'S) TO VOTE ON ALL ACTIONS AT OR BELOW THEIR CURRENT RANK THAT IS EQUIVALENT TO THE PROF. SERIES (LPSOE = ASSISTANT PROF, LSOE = ASSOCIATE PROF., SENIOR LSOE = FULL PROF.)?**

The results were as follows:

1. 22 of 27 voting faculty (81.5%) voted yes
2. 5 of 27 voting faculty (18.5%) voted no
3. 12 of the 40 eligible voting faculty did not vote

Quoting from Bylaw 55 "Voting privileges on personnel matters within any department may be extended to one or more of the classes of non-Emeritae/i Academic Senate members of that department, as a class, who are not otherwise entitled to vote under the provisions of paragraphs 1 to 6 of Article B of this Bylaw, upon at least a two thirds majority vote by secret ballot of those faculty entitled to vote on the cases in question under the provisions of paragraphs 1 to 6 of Article B of this Bylaw."

Considering this, the above vote supports the proposed change in the Departmental Voting Policy.

*Voting Procedure Summary:* The key updates include: (i) changing the usual method of voting from being on paper to electronic, (ii) indicating that personnel action files are accessed through MIV, and (iii) clarifying the timeline associated with candidates completing their dossier. These changes were discussed at Department Faculty Meetings on Oct. 2, 2020 and Nov. 6, 2020 and a copy of the revised procedures was made available to all faculty via a shared folder in Box.com. A ballot of all Academic Senate Faculty was initiated with the following question:

DO YOU SUPPORT THE PROPOSED REVISIONS OF THE DEPARTMENT VOTING PROCEDURES AS OUTLINED IN THE ASSOCIATED DOCUMENT

The results were as follows:

1. 23 of 24 voting faculty (96%) voted yes
2. 1 of 24 voting faculty (4%) abstained
3. 0 of 24 voting faculty voted no
4. 16 of the 40 eligible voting faculty did not vote

Please let me know if you would like additional information.

Approval recommended:  \_\_\_\_\_

**Department of Civil & Environmental  
Engineering Voting Procedures, Approved  
by CAP - 10/13/99**

**Addition to existing voting procedures to include Unit 18 continuing appointments -  
10/4/04**

**Revised and Approved July 2019  
Revised January 2021**

**1. Merits, Promotions, Appraisals:**

All tenured professors vote. All academic senate faculty vote on assistant professor personnel actions, except cases for promotions to tenure. All professors of lower rank (independent of step within a rank) cast advisory votes on actions involving higher rank. Emeritae/i may participate in the personnel actions and cast advisory votes.

**2a. Appointments to New Faculty Positions at Any Level, to Joint Professor Positions at Any Level, and to Visiting Lecturer and Professional Research Positions:**

All Academic Senate Faculty vote.

**2b. Appointments to Continuing Lecturer Positions:**

All Academic Senate Faculty vote.

**3. Deferrals/Five Year Reviews:**

See #1 above for five year reviews

**4. Voting Privileges of Permanent Faculty:**

All Academic Senate faculty members have voting privileges on departmental issues.

**5. Voting Privileges of Emeritae/i Faculty:**

All emeriti have voting privilege on departmental issues except personnel matters covered in Item #1. Emeriti are not counted as part of the quorum.

**6. Voting Privileges of Lectures, SOE/SR. Lecturers, SOE:**

Academic Senate faculty in the LSOE series (Professor of Teaching) have the same rights as Academic Senate faculty in the Professor series detailed in #1 above. The LPSOE designation is considered equivalent to Assistant Professor, LSOE is equivalent to Associate Professor, and SLSOE is equivalent to Professor.

**Department of Civil & Environmental Engineering**  
**Voting Protocol for Merit/Promotion/Appointment Actions**  
**v1 10/02, v2 10/04, v3 11/20**

1. The candidate (in the case of Appointment, the Search Committee) is responsible for making sure that their complete personnel action file is completed in MIV and ready for departmental review by four weeks prior to the date the vote is set to open on their action (in the case of Appointment, by the appropriate date). Candidates undergoing review for promotion to a level that requires external letters is additionally responsible for providing by July 1 to the Department Chair (or their delegate) a complete file for external review, including up to five publications, a copy of their CV, and a Candidate's statement. LSOE-track faculty should also include a teaching statement and evidence of effective teaching.
2. Faculty are notified, and have the opportunity to examine the personnel action file a minimum of 5 working days\* in advance of the departmental meeting on the file, and until the end of specified voting deadline.
3. Merit/promotion personnel action files are completed by the candidate and made available to reviewing faculty via the MIV system (<https://myinfovault.ucdavis.edu/miv/main>).
4. Voting on merits and promotions occurs electronically using individualized links. The ballot may contain the recommended action, comments, and the voter's rank. The votes are tallied and comments consolidated by a departmental staff member who is designated to handle the voting procedure.
5. Faculty may vote any time during the period starting from the notification of the file to 5 working days\* after the faculty meeting on the personnel merit/promotion action.
6. The departmental letter is finalized by the Chair after the completion of faculty voting. The departmental letter may summarize the faculty comments during the faculty meeting/voting, and it will include the faculty comments verbatim as an addendum.
7. The departmental letter, after it is completed, is open to examination by all departmental faculty.
8. For all appointments of Academic Senate or Academic Federation members, votes will also be confidential as per #4.

\*Definition of a working day: M-F, excluding holiday.

**Department of Civil & Environmental Engineering  
Voting Protocol for Merit/Promotion/Appointment Actions  
v1 10/02, modified by Dept. vote v2 10/04, v3 10/20**

1. The candidate (in the case of Appointment, the Search Committee) is responsible for making sure that ~~her/his~~their complete personnel action file is completed in MIV and ready for departmental review by September 4 ~~four weeks prior to the date the vote is set to open on their action~~ (in the case of Appointment, by the appropriate date). Candidates undergoing review for promotion to a level that requires external letters is additionally responsible for providing by July 1 to the Department Chair (or their delegate) a complete file for external review, including up to five publications, a copy of their CV, and a Candidate's statement. LSOE-track faculty should also include a teaching statement and evidence of effective teaching.
- 1.2. Faculty are notified, and have the opportunity to examine the personnel action file a minimum of 5 working days\* in advance of the departmental meeting on the file, and until the end of specified voting deadline.
- 2.3. ~~The merit/promotion file must be available for examination at a secure room within the department, and cannot be taken out by the faculty. Merit/promotion personnel action files are completed by the candidate and made available to reviewing faculty via the MIV system (<https://myinfovault.ucdavis.edu/miv/main>).~~
3. ~~Ballots are available to the faculty at the departmental meeting, and at the departmental secure room along with the file. Voting on merits and promotions occurs electronically using individualized links.~~
4. ~~In order to ensure anonymity, the ballots will be enclosed within an envelope with the voter's signature on the envelope.~~ The ballot may contain the recommended action, comments, and the voter's rank. The votes are tallied and comments consolidated by a departmental staff member who is designated to handle the voting procedure. ~~In extenuating circumstances, the ballots may be cast by electronic mail.~~
5. Faculty may vote any time during the period starting from the notification of the file to 5 working days\* after the faculty meeting on the personnel merit/promotion action.
6. The departmental letter is finalized by the Chair after the completion of faculty voting. The departmental letter may summarize the faculty comments during the faculty meeting/voting, and it will include the faculty comments verbatim as an addendum.
7. The departmental letter, after it is completed, is open to examination by all departmental faculty.
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