

January 18, 2019

**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 revisions to the Department of Environmental Toxicology Voting Procedures, submitted on December 19, 2019. CAP approves the revised voting procedures as it relates to Academic Senate positions.

Sincerely,

A handwritten signature in cursive script, reading "Christine S. Cocanour" followed by a small flourish.

Christine S. Cocanour, Chair  
Committee on Academic Personnel

Cc: Olivia Dally, Analyst, Academic Affairs  
Christine Wolle, Analyst, Academic Affairs

December 19, 2018

**PROFESSOR CHRISTINE COCANOUR, CHAIR**

Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Environmental Toxicology

Dear Christine:

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)

/cw

Enclosures

c: Dean Dillard  
Associate Dean Tjeerdema  
Chair Rice  
Analyst Chriss



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AGRICULTURAL EXPERIMENT STATION (530) 752-1142  
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October 25, 2018

Brenda Chriss  
College Personnel Analyst  
College of Agricultural and Environmental Sciences  
University of California, Davis

Dear Brenda,

Attached is a revision of the voting procedures for the Department of Environmental Toxicology. The revisions were adopted at the faculty meeting of October 3, 2018. Voting faculty in attendance and voting in favor were Profs Gary Cherr, Michele La Merrill, Tran Nguyen, Patricia Oteiza, Andrew Whitehead, Matt Wood and Qi Zhang. No votes were cast in opposition.

Since we have not voted on any merit and promotion actions this year, we plan to use the revised procedures this year.

A handwritten signature in blue ink, appearing to read 'Ronald S. Tjeerdema'.

Ronald S. Tjeerdema  
Associate Dean  
(Concurrence)

Sincerely,

A handwritten signature in blue ink, appearing to read 'Robert H. Rice'.

Robert H. Rice  
Professor and Chair

## **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 specific instances such as accelerated promotions, 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**

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, appraisal, merit 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 choose 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), 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.