Phil Kass  
Vice Provost, Academic Affairs

RE: Revised Voting Procedures: Department of Mechanical and Aerospace Engineering, COE

Dear Vice Provost Kass:

The Committee on Academic Personnel (CAP) has reviewed the revisions to the Department of Mechanical and Aerospace Engineering’s voting procedures, submitted on September 30, 2020. CAP approves the updated voting procedures, but recommends that the Department consider revising the language regarding the 2.5-step option to align with Step Plus guidance. As stated in the 2020-21 Annual Call from Academic Affairs, “Departments should not ask academic appointees what step they want or believe they deserve for their advancement actions.”

Sincerely,

Lisa Tell  
Chair, Committee on Academic Personnel

c: Olivia Dally, Academic Personnel Analyst, Academic Affairs
LISA TELL, CHAIR  
Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Mechanical and Aerospace Engineering

Dear Lisa:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Mechanical and Aerospace 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)

/opp

Enclosures

c: Dean Curtis  
Associate Dean Panitch  
Chair Davis  
Analyst Christensen
To: Phil Kass, Vice Provost  
   Academic Affairs

From: Alyssa Panitch, Associate Dean  
   College of Engineering

Re: Revision to Bylaw 55 – Mechanical and Aerospace Engineering

The College of Engineering supports the proposed revisions to Bylaw 55 voting procedures for merit, promotion and appraisal in the Department of Mechanical and Aerospace Engineering, enclosed. The revisions were discussed at the department faculty meeting held on June 23, 2020. The subsequent vote of the department unanimously approved the revisions with 22 faculty votes.

If any additional information is needed, please feel free to contact me.
MECHANICAL AND AEROSPACE ENGINEERING DEPARTMENT
REVISED VOTING PROCEDURES
Approved by MAE Faculty: June 23, 2020

1. MERITS, PROMOTIONS AND APPRAISALS:
All tenured Academic Senate faculty may vote. Non-tenured faculty may vote on Assistant Professor personnel actions, except promotions to tenure. Non-tenured faculty may examine the tenured faculty personnel actions (with redacted confidential outside and peer evaluation letters). For merits and promotions the ballot is as follows:

Dr. [name] is under review for an advancement from Professor, Step X, effective XX/XX/20XX. The review period is XX/XX/20XX – XX/XX/20XX. Please select only one of the following voting options:

- I oppose an advancement. (Comment required.)
- I support a regular 1.0 Step increase.
- I support an accelerated 1.5 Step increase.
- I support an accelerated 2.0 Step increase.
- I support a 2.5 Step increase (this option only shown if the candidate requests to be considered for an advancement beyond 2 steps (2.5 steps) (comments required).
- I support an accelerated Y Step increase (this option only shown if the candidate requests to be considered for an advancement beyond 2 steps (Y steps).
- I oppose an advancement. (Comment required.)
- ABSTAIN

Comment required for opposing vote and the special 2.5 steps. Comments are also highly recommended for all advancements and especially for advancements beyond one step accelerated advancements (1.5, 2.0, Y steps).

The full report of the voting outcomes, including verbatim comments, will be forwarded along with the Department letter. The votes on all advancements (1, 1.5, 2 steps, and if applicable, 2.5 steps and if applicable, beyond 2 steps) and the comments will be summarized in the Department letter. The action receiving the majority vote will be recommended by the Department.

The department recommendation in merit and promotion cases will be based on the highest step that receives a majority (50% or more) of the total votes, calculated in a cumulative manner (the cumulative vote for a given step is the sum of the votes cast for that step and for all higher steps).

The department recommendation in merit and promotion cases will be based on the highest step that receives a majority (50% or more) of the total votes, calculated in a cumulative manner (the cumulative vote for a given step is the sum of the votes cast for that step and for all higher steps).

2. APPOINTMENTS TO NEW PERMANENT FACULTY POSITIONS AT ANY LEVEL:
All Academic Senate faculty vote.
3. **APPOINTMENTS TO JOINT PROFESSORIAL POSITIONS AT ANY LEVEL:**
   All Academic Senate faculty vote.

4. **APPOINTMENTS TO ZERO PERCENT (WITHOUT SALARY) JOINT FACULTY POSITIONS:** All Academic Senate faculty vote on these personnel actions only at the time of appointment. The Department Chair will provide the department input to merit and promotion packages of the zero percent faculty in their home department, upon consultation with the department Personnel Committee. All such zero percent appointments will have an initial period of five years for Professor ranks and three years for lower than the Professor ranks. The appointments may be renewed for additional periods by vote of the Academic Senate faculty.

5. **APPOINTMENTS TO ADJUNCT FACULTY POSITIONS AT ANY LEVEL:**
   All Academic Senate faculty vote. All such appointments will have an initial period of five years for Professor ranks and three years for lower than the Professor ranks. Adjunct appointments may be renewed for additional periods by vote of the Academic Senate faculty and the Academic Federation voting/peer review group.

6. **APPOINTMENTS TO VISITING TITLES:**
   All such appointments are limited to an initial period of one year with total period of consecutive service not to exceed two years. Approval is at the Department Chair's discretion. If the Department Chair has concerns about the proposed appointment, the appointment will be discussed at a faculty meeting. Those present vote.

7. **DEFERRALS:**
   The Department Chair consults with the department Personnel Committee. No faculty vote is required.

8. **INTERDEPARTMENTAL TRANSFERS:**
   Interdepartmental transfer is considered as a new appointment and all Academic Senate faculty vote on this action.

9. **VOTING PRIVILEGES OF ACADEMIC SENATE FACULTY:**
   All Academic Senate faculty have voting privileges on departmental issues.

10. **VOTING PRIVILEGES OF EMERITI FACULTY:**
    Emeriti faculty on full retirement do not have voting privileges on departmental issues.

11. **VOTING PRIVILEGES OF LECTURERS (CONTINUING AND TEMPORARY) OR VISITING APPOINTMENTS:**
    Incumbents with temporary service appointments do not have voting privileges on any departmental or personnel actions.
All tenured Academic Senate faculty may vote. Non-tenured faculty may vote on Assistant Professor personnel actions, except promotions to tenure. Non-tenured faculty may examine the tenured faculty personnel actions (with redacted confidential outside and peer evaluation letters). For merits and promotions the ballot is as follows:

Dr. [name] is under review for an advancement from Professor, Step X, effective XX/XX/20XX. The review period is XX/XX/20XX – XX/XX/20XX. Please select only one of the following voting options:

- I support a regular 1.0 Step increase.
- I support a 1.5 Step increase (comments recommended).
- I support a 2.0 Step increase (comments recommended).
- I support a 2.5 Step increase (this option only shown if the candidate requests to be considered for an advancement beyond 2 steps (2.5 steps) (comments required).
- I oppose an advancement. (comments required)
- ABSTAIN

Comments required for opposing vote and the special 2.5 steps. Comments are also highly recommended for all advancements and especially for advancements beyond one step.

The full report of the voting outcomes, including verbatim comments, will be forwarded along with the Department letter. The votes on all advancements (1, 1.5, 2 steps and if applicable, 2.5 steps) and the comments will be summarized in the Department letter.

The department recommendation in merit and promotion cases will be based on the highest step that receives a majority (50% or more) of the total votes, calculated in a cumulative manner (the cumulative vote for a given step is the sum of the votes cast for that step and for all higher steps).

The department recommendation will be based on the cumulative calculations as stated above not counting the abstention votes.