

October 22, 2020

**Phil Kass**

Vice Provost, Academic Affairs

**RE:** Revised Voting Procedures: Department of Neurobiology, Physiology and Behavior, College of Biological Sciences

Dear Vice Provost Kass:

The Committee on Academic Personnel (CAP) has reviewed the revisions to the Department of Neurobiology, Physiology and Behavior's voting procedures, submitted on October 13, 2020. CAP approves the revised voting procedures.

Sincerely,



Lisa Tell

Chair, Committee on Academic Personnel

c: Olivia Dally, Academic Personnel Analyst, Academic Affairs

October 13, 2020

**LISA TELL, CHAIR**

Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Neurobiology, Physiology and Behavior

Dear Lisa:

I am forwarding the proposed revisions to the Academic Senate Voting Procedures for the Department of Neurobiology, Physiology and Behavior 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)

/opd

Enclosures

c: Dean Winey  
Executive Associate Dean Powers  
Chair Usrey  
Analyst Reynolds



DEPARTMENT of NEUROBIOLOGY, PHYSIOLOGY & BEHAVIOR  
COLLEGE of BIOLOGICAL SCIENCES  
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June 22, 2020

REVISED VOTING PROCEDURES and VOTING RIGHTS for the DEPARTMENT OF NEUROBIOLOGY,  
PHYSIOLOGY & BEHAVIOR

The Department of Neurobiology, Physiology & Behavior in the College of Biological Sciences is pleased to submit for review their revised voting procedures and voting rights document. Following Bylaw 55, the department voted on whether to extend voting rights to Academic Senate members that, as a class, are not otherwise entitled to vote. Prior to this vote, the Department had extended voting privileges on personnel actions to all faculty members of the Academic Senate except those in the category of Lecturer with Security of Employment (LSOE) and Lecturer with the Potential Security of Employment (LPSOE). By a unanimous vote, we wish to extend voting privileges on personnel actions to all faculty members of the Academic Senate, including LSOEs and LPSOEs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'W. Martin Usrey', is written over a faint, larger version of the same signature.

W. Martin Usrey, PhD  
Professor and Chair, Department of Neurobiology,  
Physiology & Behavior  
Professor of Neurology  
Chair, Neuroscience Graduate Group  
University of California, Davis

In concurrence:

A handwritten signature in black ink, appearing to read 'Ted Powers', is written over a faint, larger version of the same signature.

Ted Powers, PhD  
Executive Associate Dean for Academic Affairs  
Professor of Molecular and Cellular Biology

**Revised: June 22, 2020**

DEPARTMENT OF NEUROBIOLOGY, PHYSIOLOGY and BEHAVIOR:  
PROCEDURES FOR VOTING ON MERIT/PROMOTION ACTIONS AND APPOINTMENTS OF  
ACADEMIC SENATE MEMBERS

**1. GENERAL DEPARTMENT POLICIES**

All official votes are conducted by confidential ballot after eligible department members have had the opportunity to review all materials presented in support of a personnel action. A departmental chair's letter will be made available for review after votes are cast.

**2. VOTING RIGHTS**

Following procedures described in Bylaw 55, eligible Academic Senate (AS) members of the department voted in May, 2020, to extend voting rights. Voting rights for AS members of the department, as provided by Bylaw 55 and extended by two-thirds vote, are provided in Appendix A.

**3. MERITS, PROMOTIONS, and APPRAISALS**

- a) The candidate will be asked to provide a complete dossier for the period of review, including a summary of accomplishments and activities appropriate for their rank, step, and appointment(s). For those in the Professorial Series, this would include research accomplishments, teaching contributions and evaluations, university service and professional activity. For those in the Lecturer with (potential) Security of Employment Series, this would include teaching and learning accomplishments and evaluations, professional achievement and activities, and university and public service. For those with appointments in the Agricultural Experiment Station (AES), the dossier will also include a description of the candidate's contributions to the AES.
- b) The department chair and/or their delegate(s) will review the dossier of the candidate and prepare a statement after the AS faculty vote, evaluating the research, teaching, service and professional activity. The department chair has the option of providing a confidential statement that is not made available to the candidate or department.
- c) All promotions and barrier steps will be discussed at faculty meetings before ballots are sent to the faculty. Dossiers should be made available to the AS faculty at least 7 calendar days before these meetings. The deadline for voting will be within 3 days after the meetings.
- d) If two or more AS faculty members request a faculty meeting to discuss a merit advancement or appraisal, and if this is done within the 7-day period after a dossier is made available, the meeting will be held within 5 days after the request, votes cast prior to the meeting will be discarded, and new votes will be cast within 3 days after the meeting.
- e) With the exception of lateral promotions (described below), each person will vote for the highest rank/step that they find the dossier justifies. Assuming that votes for each step are also votes for all lower steps, the Action Form from the department will state the highest rank/step supported by half or more of all the votes cast. The department letter will also include the actual distribution of votes for all options on the ballot, the number of non-

submitted ballots (if any), and all verbatim comments made on the ballots (appropriately redacted to preserve anonymity).

- f) After receiving the department letter, the candidate can write a rejoinder if they disagree with the department's recommendation or want to clarify statements in the letter. The rejoinder letter must be submitted within 10 calendar days from the candidate's receipt of the departmental letter. This rejoinder may be sent to the Dean or to the VP-Academic Affairs if the candidate does not want to submit it through the Department Chair.

For Step Plus actions, one of six votes may be cast and will be reported as:

- Support a 1.0-step advancement.
- Support a 1.5-step advancement.
- Support a 2.0-step advancement.
- Support more than a 2.0-step advancement.
- Do not support the action.
- Abstain.

For accelerated promotions, one of four votes may be cast and will be reported as:

- Yes, with no step increase (a lateral promotion)
- Yes, with a 1.0 step increase
- No.
- Abstain.

For actions that are appraisals, one of four votes may be cast and will be reported as:

- Positive.
- Guarded.
- Negative.
- Abstain.

All ballots will ask voters to check one of five boxes to indicate their evaluation of the candidate's activities for each category (research, teaching, service and professional activity):

- Outstanding.
- Exceeds expectation(s).
- Meets expectation(s).
- Does not meet expectation(s).
- Abstain.

A negative, guarded, or abstained vote must be accompanied by an explanation. The ballot will provide space for voters to provide additional feedback on the research, teaching, service and professional activity components of the dossier.

#### 4. APPOINTMENTS

One of three votes may be cast and is reported:

- Yes.
- No.
- Abstain.

A negative or abstain vote must be accompanied by an explanation.

#### 5. DEFERRALS

No vote is taken. Deferrals are handled per procedure in APM-220, Procedure 2.

#### 6. FIVE YEAR REVIEW

Five Year Reviews are handled, and the department makes a recommendation, per procedure in APM-220, Procedure 4.

#### 7. CAREER EQUITY REVIEW

One of four votes may be cast and is reported:

I support a Career Equity Review based on the assumption that Dr. \_\_\_\_\_'s merit/promotion to \_\_\_\_\_ (for which I have voted on as a separate action) is approved.

I support a Career Equity Review although I voted against Dr. \_\_\_\_\_'s merit/promotion.

I do not support the requested Career Equity Review.

Abstain.

The ballot will provide space for voters to provide comments to support their vote.

#### 8. VOTING PRIVILEGES OF EMERITUS FACULTY

Emeriti are not eligible to vote on any departmental personnel matters.

**APPENDIX A - Voting Rights**

As provided by Bylaw 55 or extended by two-thirds majority vote  
Vote conducted in May, 2020

**Academic Senate Members Grouped by Series/Rank**

Actions:	Associate Professor		Assistant Professor		Senior Lecturers with Security of Employment		Senior Lecturers with Potential Security of Employment		Lecturers with Security of Employment		Lecturers with Potential Security of Employment	
	yes	no	yes	no	yes	no	yes	no	yes	no	yes	no
Appointment to Full Professor	n.a.	n.a.	19	0	19	0	19	0	19	0	19	0
Appointment to Associate Professor	n.a.	n.a.	19	0	19	0	19	0	19	0	19	0
Appointment to Assistant Professor	n.a.	n.a.	19	0	19	0	19	0	19	0	19	0
Appointment to Senior Lecturer (SOE)	n.a.	n.a.	19	0	n.a.	n.a.	19	0	19	0	19	0
Appointment to Senior Lecturer (PSOE)	n.a.	n.a.	19	0	n.a.	n.a.	19	0	19	0	19	0
Appointment to Lecturer (SOE)	n.a.	n.a.	19	0	n.a.	n.a.	19	0	19	n.a.	19	0
Appointment to Lecturer (PSOE)	n.a.	n.a.	19	0	n.a.	n.a.	19	0	19	n.a.	19	0
Promotion to Professor and merit advancement within the rank of Professor	15	0	19	0	19	0	19	0	19	0	19	0
Promotion to Associate Professor and merit advancement within the rank of Associate Professor	n.a.	n.a.	19	0	19	0	19	0	19	0	19	0
Promotion to Senior Lecturer (SOE) and merit advancement within the rank of Senior Lecturer (SOE)	15	0	19	0	19	0	19	0	19	0	19	0
Promotion to Lecturer (SOE) and merit advancement within the rank of Lecturer (SOE)	15	0	19	0	19	0	19	0	19	0	19	0
Merit advancement within the rank of Assistant Professor	n.a.	n.a.	19	0	19	0	19	0	19	0	19	0
Merit advancement within the rank of Lecturer (PSOE)	15	0	19	0	19	0	19	0	19	0	19	0
Termination of Assistant Professors	15	0	19	0	19	0	19	0	19	0	19	0
Nonreappointment or termination of Senior Lectures (PSOE)	15	0	19	0	n.a.	n.a.	19	0	19	0	19	0
Nonreappointment or termination of Lecturers (PSOE)	15	0	19	0	n.a.	n.a.	19	0	19	n.a.	19	0

SOE - Security of Employment

PSOE - Potential Security of Employment

n.a. - Not Applicable (voting right already provided by Bylaw 55)

Green - indicates voting rights provided by Bylaw 55 or extended by two-thirds majority vote; values indicate # votes