

School of Medicine
Departmental Voting Guidelines for non Academic Senate Professorial
Faculty Members (Health Science Clinical and Adjunct Series)

A. General Provisions

Academic Senate Bylaw 55 describes voting rights for Academic Senate members but is silent regarding voting rights for other professorial faculty members (Health Sciences Clinical and Adjunct Series members). This document describes voting guidelines for non-Senate professorial faculty members in the School of Medicine. The guidelines are modeled after Bylaw 55.

B. Designation of Voting Rights

1. All non-Senate faculty members at the Associate Professor or Professor level in a department have the right to vote on all new departmental appointments that confer membership in a non-Senate series.
2. Non-Senate Professors have the right to vote on all cases of promotion to the ranks of Health Sciences (HS) Clinical Professor and Adjunct Professor.
3. Non-Senate Professors and Associate Professors have the right to vote on all cases of promotion to the ranks of HS Associate Clinical Professor and Associate Adjunct Professor.
4. All cases of advancement within any rank that confers membership in a non-Senate series shall be voted upon by those persons entitled to vote on promotion to the rank in question.
5. In none of the instances specified in Paragraphs 1 to 4 may the right to vote be delegated to a committee. The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot. In cases of advancement within rank, the eligible voters for each rank in question shall either follow the same procedures used for promotions or may, by two thirds majority vote and subject to the approval of the Senior Associate Dean for Academic Affairs, delegate the authority for such actions to a duly elected committee or other agency, or adopt some other method acceptable to the Senior Associate Dean for Academic Affairs. Any such method or delegation of authority shall remain in effect for at least one calendar year (twelve months). Thereafter, upon the request of any faculty member entitled to a vote on the cases in question under the provisions of Paragraph 4, the eligible voters shall reconsider the question of how such cases shall be handled.

C. Extension of Voting Privileges

Voting privileges on personnel matters within any department may be extended to one or more of the classes of non-Senate members of that department, as a class, who are not otherwise entitled to vote under the provisions of paragraphs 1 to 4 above, 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 4. Any extensions of the voting privilege under this Article C must remain in effect for at least one calendar year (twelve months); thereafter, any faculty member entitled to a vote on the cases in question under the provisions of paragraphs 1 to 4 may request reconsideration. Following a request for reconsideration, and prior to any subsequent vote on the cases in question, the Chair or other appropriate departmental officer shall put the question of renewal of privileges to a vote. An extension of voting privileges will be renewed only 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 4.

The School of Medicine finds it most helpful when departments go beyond the minimum and have all non-Senate members vote on all appointments, promotions, and merit increases with the votes recorded by rank. It is also appropriate to solicit the opinion of department members who are not eligible to vote on particular actions (for example, Senate members regarding non-Senate actions or non-Senate members regarding Senate actions). It is assumed that votes on personnel matters are taken after those faculty members eligible to vote have consulted the pertinent dossiers and after they have had an opportunity for a full and informed discussion of the issues.

D. Departmental Recording of Votes

All votes should be recorded by rank (Professor, Associate Professor, Assistant Professor) with an indication of the number at each level eligible to vote. If a department has only one member at any rank, his/her vote may be recorded with those of the next rank in order to provide confidentiality. Any opinions of Senate members must be recorded and identified separately from those of non-Senate members.

Votes should be recorded as "yes," "no," or "abstain." If faculty members are on leave or otherwise unavailable to vote, these circumstances should be indicated. Faculty members may vote in absentia if that is the agreed upon procedure for the department. If there are absences or abstentions on procedural grounds (deans, near relatives, etc.), the number of such instances should be recorded separately. Negative votes should be explained in the department letter.

The method of taking votes will be left to the discretion of the department. It is important that this be done in some way that will result in a clear picture of faculty opinion about the proposed action. The opinion must be reported in such a way that those who review the case will be able to understand it without having to send the dossier back to the department for clarification.

The School of Medicine recommends the following departmental vote summary displays.

Vote Sample #1 for Departments with Senate and Non-Senate Members

DEPARTMENT VOTE	YES	NO	ABSTAIN	TOTAL	ELIGIBLE TO VOTE
SENATE					
Professors	20	0	3*	23	25
Assoc. Professors **	11	0	1	12	14
Asst. Professors	8	0	2	10	14
NON-SENATE					
Professors	2	0	0	2	4
Assoc. Professors	11	0	0	11	16
Asst. Professors	3	0	5	8	10

* The Chair abstains on all departmental votes.

** Lecturers SOE counted with Associate Professors to preserve confidentiality.

Vote Sample #2 for Departments with only Senate Members

RANK	ELIGIBLE TO VOTE	VOTE FOR	VOTE AGAINST	ABSTENTIONS	ABSENT
Professor	11	8		1*	2
Assoc. Professor	7	6			1**
Asst. Professor	4	3			1
	22	17		1	4

* The Chair records her vote separately

** Professor Smith, who is a member of CAP, was absent from the department meeting.