

### **Consultation and Voting on Academic Senate Personnel Actions**

University policy, as set forth in Academic Senate Bylaw 55, requires that each department letter of recommendation for an appointment, promotion, merit, and other action (as determined by department voting procedures) contain a report of consultation with members of the department.

Bylaw 55 grants to active (non-emeriti) Academic Senate members the right to vote on new appointments that carry membership in the Academic Senate and, at the appropriate level, on certain categories of promotion, removal of "acting" titles, and non-reappointments or terminations. As a minimum, Academic Senate faculty members at or above the proposed rank shall have the right to vote on all actions at a level up to and including their own rank. Departments that wish to allow non-Senate academic members of equivalent rank to participate in the review of personnel actions may do so on an informal basis, but may not extend voting rights to non-Senate academic members

The department's active Academic Senate faculty shall establish the voting procedures in the following types of personnel actions (other than certain exceptions listed in Bylaw 55) that involve Academic Senate members, including the Adjunct Professor series and Agronomist in the AES when combined with an Academic Senate title:

1. Appointment.
2. Merit.
3. Appraisal.
4. Deferral.
5. Promotion.
6. Career Equity Review.
7. Five-Year Review.
8. Joint appointment (salaried and non-salaried).
9. Change in title.
10. Change in department.

Within the limits of Bylaw 55, departments must decide upon their own voting procedures and submit those procedures in writing, through their dean, to the Oversight Subcommittee of the Committee on Academic Personnel (CAP) for review. Department voting procedures may be reviewed every year.

In personnel actions, the recorded vote should clearly separate the view of faculty members normally eligible to vote on an action from those to whom the department has extended the right to vote. When a separate recording of votes could breach confidentiality, the department chair shall aggregate the vote so that confidentiality is maintained. No vote need be recorded in cases where only one faculty member is eligible to vote.