

(Approved by the Department of Pathology Faculty on April 6, 2015)

Department of Pathology Voting Procedures for Academic Personnel Actions

Voting on Academic Senate Faculty Files (Ladder Rank, In Residence, and Clinical X Series):

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment of assistant professor	Obtain vote of all Academic Senate faculty
Appointment of associate professor	Obtain vote of associate and full professor members of the Academic Senate
Appointment of full professor	Obtain vote of full professor members of the Academic Senate
Normal merit advancement in any rank	NO VOTE REQUIRED
Accelerated merit advancement in any rank	Obtain vote of Academic Senate members of higher rank
Advancement to Professor Step VI and to Professor Above Scale	Obtain vote of Academic Senate full professors
Promotion of assistant to associate professor	Obtain vote of associate and full professor members of Academic Senate
Promotion of associate to full professor or associate step III to IV or IV to V merit	Obtain vote of full professor members of Academic Senate
Assistant professor fourth-year appraisal; assistant professor "readiness" assessment" in last merit review before promotion	Obtain vote of associate and full professor members of Academic Senate.
Non-reappointment/termination of assistant professor	Obtain vote of associate and full professor members of Academic Senate.
Merit no-change advancement	NO VOTE REQUIRED

Voting on Non-Academic Senate Faculty Files (Hs Clinical and Adjunct Series)

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment of assistant professor	Obtain vote of all Senate and non-Senate faculty
Appointment of associate professor	Obtain vote of all Senate and non-Senate associate and full professors
Appointment of full professor	Obtain vote of all Senate and non-Senate full professors
Normal merit advancement in any rank	NO VOTE REQUIRED
Accelerated merit advancement in any rank	Obtain vote of all Senate and non-Senate faculty members of higher rank
Advancement to Professor Step VI and Professor Above Scale	Obtain vote of all Senate and non-Senate full professors
Promotion of assistant to associate professor	Obtain vote of all Senate and non-Senate associate and full professors
Promotion of associate to full professor or associate step III to IV or IV to V merit	Obtain vote of all Senate and non-Senate full professors
Assistant professor fourth-year appraisal; assistant professor "readiness assessment" in last merit review before promotion	Obtain vote of all Senate and non-Senate associate and full professors
Non-reappointment/termination of of assistant professors	Obtain vote of all Senate and non-Senate associate and full professors
Merit no-change advancement	NO VOTE REQUIRED

Voting on Research Scientist Series

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment of assistant rank	Obtain vote of all Senate and non-Senate faculty
Appointment of associate rank	Obtain vote of all Senate and non-Senate associate and full professors
Appointment of full rank	Obtain vote of all Senate and non-Senate full professors
Normal merit advancement in any rank	NO VOTE REQUIRED
Accelerated merit advancement in any rank	Obtain vote of all Senate and non-Senate faculty members of higher rank
Advancement to Step VI and Above Scale	Obtain vote of all Senate and non-Senate full professors
Promotion of assistant to associate rank	Obtain vote of all Senate and non-Senate associate and full professors
Promotion of associate to full rank and associate step III to IV or IV to V merit	Obtain vote of all Senate and non-Senate full professors
Assistant rank fourth-year appraisal; assistant rank "readiness assessment" in last merit review before promotion	Obtain vote of all Senate and non-Senate associate and full professors
Non-reappointment/termination of of assistant rank	Obtain vote of all Senate and non-Senate associate and full professors
Merit no-change advancement	NO VOTE REQUIRED

Voting on Non-Salaried Adjunct Faculty Files

(NOTE: This series is for individuals who teach in Department and campus programs and who have an active research program. The teaching is usually non-clinical teaching. Files are reviewed by campus CAP at appointment and then every six years).

Appointment	Obtain vote of all Senate and non-Senate faculty of all ranks
Reappointment	Obtain vote of all Senate and non-Senate faculty of all ranks EVERY SIX YEARS
Promotion	Obtain vote of all Senate and non-Senate faculty of all ranks

Voting on Non-Salaried Health Sciences Clinical Faculty and Voluntary Clinical Faculty Files

[NOTE: Non-salaried Health Sciences Clinical series appointments (e.g., non-salaried Health Sciences Assistant Clinical Professor) are given to individuals who have employment elsewhere in the University of California (e.g., another campus, the medical center, staff physician) while Voluntary Clinical series appointments (e.g., Voluntary Assistant Clinical Professor) are given to individuals in the community. All individuals must contribute to the clinical teaching mission of the Department. Files are reviewed by School of Medicine CAP.]

Appointment	Obtain vote of all Senate and non-Senate faculty of all ranks (SEE ATTACHED CRITERIA FOR APPOINTMENT)
Reappointment	NO VOTE REQUIRED
Promotion	Obtain vote of all Senate and non-Senate faculty of all ranks

Project Scientist Series

(NOTE: Since space and often some financial support for the project scientist series are from a faculty principal investigator and since teaching is not required in this series, the Department does not vote on these appointments, merit advancements, or promotions. Furthermore, these files do not go to the Campus Committee on Academic Personnel.)

Method by Which Voting Will Occur:

1. All files to be considered for academic advancement (as specified above) will be available for review electronically prior to the faculty meeting at which they will be discussed. Both Senate and non-Senate faculty will review the files appropriate to their academic rank (see Pathology Voting Policy above).
2. The file will include both confidential and non-confidential material.
3. Open discussion of each presented file will occur during the faculty meeting. No voting will occur at the meeting. Discussion by both Senate and non-Senate faculty will occur on files appropriate to their academic rank (see Pathology Voting Policy above).
4. Formal voting will subsequently occur by electronic means using a secure and confidential e-mail address. Senate and non-Senate faculty will vote on files for which they are eligible to vote (see Pathology Voting Policy above).
5. The Department reaffirms the importance of maintaining confidentiality in all academic personnel matters, be they written or verbal, including discussion in faculty meeting.

Use of Department Ad Hoc Committees:

The Department Chair will appoint a Department *ad hoc* committee for all fourth-year assistant professor appraisals. Other *ad hoc* committees can be appointed at the discretion of the Department Chair and/or at the request of the faculty member undergoing review.