### SUMMARY OF DEPARTMENTAL VOTING RIGHTS AND PROCEDURES—EE 132/143

<table>
<thead>
<tr>
<th>Personnel Action</th>
<th>To/Within Rank</th>
<th>Full Professors Vote</th>
<th>Associate Professors Vote</th>
<th>Assistant Professors Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion</td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
</tr>
<tr>
<td></td>
<td>Assistant Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
</tr>
<tr>
<td>Promotion</td>
<td>Professor</td>
<td>Yes</td>
<td>No, but may participate in discussion</td>
<td>No, but may participate in discussion</td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
</tr>
<tr>
<td>Merits</td>
<td>Professor</td>
<td>Yes</td>
<td>No, but may participate in discussion</td>
<td>No, but may participate in discussion</td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
</tr>
<tr>
<td></td>
<td>Assistant Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
</tr>
<tr>
<td>Appraisal for Tenure</td>
<td>Associate Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
</tr>
<tr>
<td>Non-reappointment or termination of an Assistant Professor</td>
<td>Yes</td>
<td>Yes</td>
<td>No, but may participate in discussion and cast advisory votes</td>
<td></td>
</tr>
</tbody>
</table>

For the purpose of this document the following definitions apply:
1. eMeeting refers to an electronic meeting in a secure environment in which written or verbal discussion among all participants is shared and the discussion is interactive and confidential among participating members. The eMeeting may be held exclusively via electronic communications (email meetings are not acceptable) or may be a combination of a physical meeting and a form of electronic communication (online and/or conference call).

2. eVote is a vote provided by electronic means in a secure online environment (Extreme caution should be exercised when using email to transmit confidential or sensitive matters. It is for this reason the college is investigating electronic voting programs that provide anonymity in a secure online environment. The faculty will be notified when a secure voting program becomes available for use in BCOE departments.)

3. Secure online environment requires a participant to log on or dial into a source in order to participate in a meeting/discussion and/or vote.

Bylaws

I. Appointments

1. All senate faculty are eligible to vote on non-senate actions when a vote is required. Cooperating faculty, adjunct professor, lecturer, researcher, project scientist, and specialist series are examples of non-senate appointments. (APM 110: http://www.ccop.edu/acadadv/academic/apmp/apm-110.pdf)

2. Appointments in the ladder rank (i.e., tenured and tenure-track) and researcher series require a meeting and discussion. All votes are via a non-confidential voting process (usually by show of hands at a departmental meeting to discuss the file).
   • For appointments in the ladder rank and researcher series, the department faculty may review and vote on the applicant file. Applicant files for appointments at the associate or full level must be augmented with a balanced list of extramural letters and teaching evidence (for professorial appointments) prior to department review and vote.

3. It is at the Chair’s discretion whether to call for a meeting and a vote or to call for a vote without a meeting for non-senate appointments - other than the professional research series – when a vote is required. In all cases, the faculty are given an opportunity to review the appointment file/material before voting. If any voting member wishes to discuss the file before voting he/she should notify the Chair prior to the lapse of the review/vote deadline. Comments/opinions not discussed at a meeting are not representative of a department discussion and may not be reflected in the file.

4. Department letters for appointment files are not normally open for review, however, at the Chair’s discretion the department letter may be open for review.

II. Advancements

1. All ladder rank and non-senate advancement files require a meeting and discussion. All votes are via a confidential voting process.
2. eVotes are accepted for any reason if requested by an eligible voting member.

1. Absentee votes (evote or paper) on advancement files are to be received prior to the department meeting. It is the voting members responsibility to communicate comments they would like shared at the meeting with the Chair prior to the meeting. Comments written on absentee ballots submitted to the Central Personnel Services Unit (CPSU) staff prior to the meeting are not transcribed or provided to the Chair before the meeting. Anonymous or absentee comments will be raised at the meeting at the Chair’s discretion.

3. Absentee votes (evote or paper) on advancement files are to be received prior to the department meeting. It is the voting members responsibility to communicate comments they would like shared at the meeting with the Chair prior to the meeting. Comments written on absentee ballots submitted to the Central Personnel Services Unit (CPSU) staff prior to the meeting are not transcribed or provided to the Chair before the meeting. Anonymous or absentee comments will be raised at the meeting at the Chair’s discretion.

4. Votes (other than absentee votes) are required to be submitted to the BCOE CPSU Office of Academic Affairs (OAA) staff responsible for EE case files or Department FAO before midnight by 5:00 PM on the second day following the meeting/discussion. eVotes are to be submitted via a secure online environment when a program becomes available. In the interim, eVotes may be submitted via email directly and only to the CPSUBCOE OAA Staff. (No extensions to the deadline to submit absentee or other votes is allowed. Votes submitted may not be recalled or exchanged for a new vote).

5. Paper Ballots are distributed via a two envelope system. Faculty are to seal the completed ballot in the envelope without identifying information. This envelope is to be folded and inserted in an outer envelope with the faculty member’s name and signature (optional) across the outer seal. In the following order, two staff in the CPSU BCOE Office of Academic Affairs remove the outer envelope and discard it, shuffle the ballots, open the sealed envelopes, and tally the votes. The final tally is transcribed to a tally sheet, signed by both CPSUBCOE OAA staff and forwarded to the Department Chair.

6. A section for comments will be included on voting ballots. **Comments/opinions not discussed at the meeting are not representative of the department discussion and may not be reflected in the department letter.** Confidential Evaluations for non-voting members will be handed out at the department meeting. Anyone wishing to comment but remain anonymous at the department meeting may share h/er opinion with the Chair prior to the department meeting for discussion at the meeting. Anonymous or absentee comments will be raised at the meeting at the Chair’s discretion.

7. Paper Ballots and eBallots are to be reviewed by the Chair prior to the department meeting.

8. *Ad Hoc* committee members are non-confidential. *Ad hoc* committee chair presents findings of committee at the department meeting. The ad-hoc Chair creates a first draft of the Departmental letter.

9. eFiles will be open for review within the eFile system. Extramural letters may only be viewed at the faculty meeting and in the FAO’s office for confidentiality reasons (Per VPAP Bocien).

10. Extramural letters are usually will be mailed directly to the CPSUOAA staff responsible for EE case files. Copies of extramural letters will be forwarded to the EE department chair as letters are received.

11. Department letters regarding advancement files will be made available to faculty eligible to participate in the discussion to review along with the eligible voting (and advisory voting) members in the department.
12. In the first 48 hours, the letter is a draft and can be changed at the discretion of the chair to address faculty concerns. After 48 hours the letter is considered final. The five-day period for review of the final department letter may be shortened to 2 or 3 days when necessary due to time constraints. 48 hours to review the draft of the department letter will normally be provided. However, in cases where the department vote is unanimously in favor of the advance and circumstances warrant a shorter review period, the Chair may approve a one-day review period for the draft department letter and a one-day review period for the final department letter (total of 2 days). Faculty may notify the Chair if they require the full period for review prior to the lapse of the review deadline.

13. The department Chair will inform the candidate of the specific departmental vote.

14. After the department letter has been finalized and the period for the submission of minority reports has lapsed, the CPSUBCOE OAA staff member responsible for EE case files will provide a copy of the department letter (and minority report(s) if applicable) to the candidate for review. The CPSUBCOE OAA staff member will obtain the candidate’s signature on the procedural safeguard form within the time period allowed.

Bylaw 55. Departmental Voting
Rights: http://www.universityofcalifornia.edu/senate/manual/blpart1.html#bl55
Addendum to EE Bylaws
Internal Process for EE

Per Jay Farrell, EE Department Chair, Bill Bingham, EE FAO, and Rhonda Peterson and Janna LeBlanc, CPSU staff
September 23, 2013
Effective 13/14 academic year

1. CPSU staff responsible for EE department advancements will compile a list of faculty not submitting his/her vote on each advancement file. This information will be relayed to the Chair periodically on an *ad hoc* basis if the CPSU staff notice a preponderance of absent votes and/or as requested by the Chair. A final record/summary of faculty not voting for the advancement year will be provided the Chair at the end of each advancement cycle.

2. EE department will provide a list of graduate students supervised by individual EE faculty members to the CPSU staff responsible for EE advancement files, at the beginning of each advancement cycle. The list will be checked against the graduate student information input by EE faculty. EE faculty will be asked to resolve discrepancies with the Graduate Division and the EE Graduate Affairs Assistant.

3. CPSU staff responsible for EE department advancements will provide the department FAO with a pdf copy of the grant activity entered by EE faculty prior to the file being finalized and open for *ad hoc* or department review. EE faculty will be asked to resolve discrepancies with the department FAO.

4. The advancement file will be open for EE *ad hoc* review (after the faculty member signs off on his/her procedural safeguard form) one week before the file is open for department review (i.e. two weeks before the department meeting is scheduled). The file may be open for *ad hoc* review concurrently with department review if circumstances warrant an expedited review process.

Prepared 9.23.13 R. Peterson
genr server/faculty info/1. Faculty Advancements/Tally of Voting Procedures/EE