



December 1, 1998

UCLA SCHOOL OF MEDICINE  
CENTER FOR THE HEALTH SCIENCES  
BOX 951778  
LOS ANGELES, CALIFORNIA 90095-1778

Ivan Szelenyi, Chair  
Council on Academic Personnel  
264 Haines Hall  
155103

Dear Dr. Szelenyi:

The following outlines the Department of Anesthesiology voting procedures. Voting privileges were extended to non-tenured faculty by secret ballots of the tenured faculty in October, 1996 and January, 1998.

I. Professors and Professors of Clinical Anesthesiology vote on all cases of appointment, promotion, or advancement within rank.

II. Associate Professors and Associate Professors of Clinical Anesthesiology vote on all cases of promotion to Associate Professor and appointment or advancement within rank of Associate and Assistant Professors.

III. Clinical Professors (Compensated) and Adjunct Professors vote on all cases of appointment, promotion, or advancement within rank for those actions involving faculty in the Clinical (Compensated) and Adjunct series within their respective institution (i.e., Center for the Health Sciences (CHS) faculty vote only on those actions for faculty at CHS, Harbor-UCLA faculty vote only on those actions for faculty at Harbor-UCLA, and similarly for Olive View Medical Center and Westwood VA Medical Center).

IV. Associate Clinical Professors (Compensated) and Associate Adjunct Professors vote on all cases of promotion to Associate Clinical Professor (Compensated) and Associate Adjunct Professor and appointment or advancement within rank of Associate and Assistant Clinical Professors (Compensated) and Associate and Assistant Adjunct Professors within their respective institutions.

V. Assistant Professors of all series do not vote on academic actions.

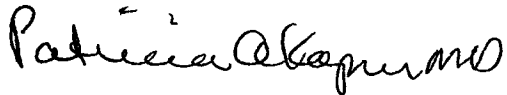
VI. The Department of Anesthesiology has an Appointments and Promotions Review Committee consisting of a Chair (Clinical Professor-Compensated), a Professor, an Associate Professor (Compensated), an Associate Professor of Clinical Anesthesiology, and an Associate Clinical Professor (Compensated). The charge of the committee is to review dossiers for all academic actions, to vote on the actions, and to provide the committee's recommendation to the voting faculty at the Voting Faculty Meeting which is convened prior to distribution of ballots for voting on academic actions.

VII. Voting on all academic actions is done by secret ballot.

VIII. Emeriti faculty do not vote on academic actions.

Please feel free to contact me if you have any further questions regarding the voting policy of the Department of Anesthesiology.

Sincerely,

A handwritten signature in cursive script that reads "Patricia A. Kapur, M.D." The signature is written in dark ink and is positioned above the typed name.

Patricia A. Kapur, M.D.  
Professor and Chair