

UCLA CHEMICAL ENGINEERING DEPARTMENT

Voting Procedures – By-Law 188

October 7, 1988

The faculty members of the Chemical Engineering Department have considered the matter of faculty personnel actions, and they have agreed to the following procedures for professorial appointments to the faculty, temporary FTE or visiting faculty, merit increases, and promotions.

1. Only tenured faculty shall participate in the discussion and vote (by secret ballot) on all promotions to Associate Professor. All regular Professors shall participate in the discussions and vote (by secret ballot) on all promotions to Professor.
2. Only regular professorial faculty shall participate in the discussion and vote (by secret ballot) on all professorial appointments to the faculty.
3. Only regular professorial faculty shall participate in the discussions and vote (by secret ballot) on all temporary FTE or visiting faculty appointments.
4. Only tenured faculty shall participate in the discussions and vote (by secret ballot) on all appraisals for assistant professors.
5. Merit Increase Committee
 - a. Reviews for merit increases are delegated by the department faculty to the Merit Increase Committee which is to be elected by all regular professorial department members.
 - b. The Merit Increase Committee shall consist of three members. The faculty shall elect the members of the Merit Increase Committee and its chair. At least one member shall be elected for two years. Only one of these members may be at the Assistant Professor level. The report of the Committee, including the vote, shall be transmitted via the chairman of the department to appropriate academic administrators and academic senate committees.
 - c. The department chair shall appoint a substitute for any member of the Merit Increase Committee for the action in which that member is being considered for a merit increase.
 - d. No elected member of the Merit Increase Committee shall be absent from committee service for more than one-quarter. In the event that a member of the Merit Increase Committee shall be absent for a period longer than one quarter, a substitute member shall be elected. The department chair shall appoint a substitute for any member of the Merit Increase Committee

who will be absent for a period equal to or less than one-quarter during his/her term of service.

- e. This delegation of voting rights from the department faculty to the Merit Increase Committee shall be reconsidered every three years or upon the request of at least two members of the regular faculty.