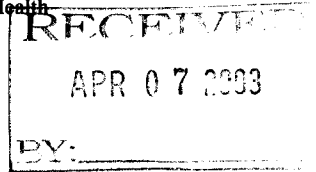




# MEMORANDUM

Department of Community Health Sciences  
School of Public Health  
177220



April 2, 2003

Council on Academic Personnel  
UCLA Academic Senate  
3135 Murphy Hall

Attached please find a copy of the Voting Procedures pertaining to Senate Bylaw 55 for the Department of **Community Health Sciences** in the **School of Public Health**.

A handwritten signature in cursive script, appearing to read 'G. Harrison'.

Gail G. Harrison  
Professor & Chair  
Department of Community Health Sciences

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Enc.

## **Department of Community Health Sciences**

### **Departmental Procedures and Practices pertaining to Senate Bylaw 55**

#### **Voting Rights**

All Senate faculty (except emeriti) are enfranchised to discuss and vote on substantial departmental questions (e.g. curriculum, etc.).

1. Tenured Full and Associate Professors and Assistant Professor (line series) vote on all personnel actions..
2. In Residence Professors vote on all personnel actions, except actions regarding Full Professors (line series).
3. Lecturers (SOE) and Senior Lecturers (SOE) vote on only all actions regarding Lecturers or Senior Lecturers with and without security of employment.
4. Emeriti faculty do not vote on 1) any departmental questions (e.g. curriculum, etc.) and 2) any personnel actions.

#### **Voting Procedures:**

There are no elected personnel committees.

##### **A) Major Personnel Actions (appointments, promotions, etc.)**

A secret three member Ad-Hoc committee is appointed by the Chair. Candidate may suggest names for the ad-hoc committee.

Candidate is given a redacted copy of the Ad-Hoc committee report and has the opportunity to make a rebuttal. Can also request redacted copies of evaluation letters..

The dossier is presented at a full department faculty meeting for discussion.

A secret ballot is distributed by mail to all eligible Academic Senate members. (See voting rights above).

Faculty is informed through e-mail that ballot results are available in the departmental office.

A copy of the Chair's letter of transmittal is presented to the candidate in order to correct factual errors before the full dossier is submitted to the Dean's Office.

##### **B) Minor Personnel Actions (merits, etc.)**

Minor personnel actions are discussed by the faculty at a full departmental meeting following a presentation of the candidate's dossier by a designated faculty member.

Secret ballots are sent to all eligible Academic Senate members. (See voting rights above).

Faculty is informed through e-mail that ballot results are available in the departmental office.

A copy of the Chair's letter of transmittal is presented to the candidate in order to correct any factual errors before the full dossier is submitted to the Dean's Office.