I. Department Faculty Members:

A. Academic Senate members include:
   - Regular departmental ladder appointments (Full, Associate, and Assistant Professors)
   - Emeriti, including recalled Emeriti (see III.D for voting rights)

B. Non-Senate members include:
   - Adjunct Professors
   - Lecturer (no SOE or PSOE)
   - Visiting Titles

II. Academic Personnel Actions:

A. Appointments/Non-Reappointments of Full Professors, Associate Professors, or Assistant Professors
   Full and Associate Professors vote on all appointments -- Assistant Professors vote only on Assistant Professor Appointments, as shown in the table below:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Voting Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full and Associate Professor</td>
<td>All tenured faculty (Associate and Full)</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>All tenured faculty and Assistant Professors*</td>
</tr>
</tbody>
</table>

*Extended to Assistant Professors by a 2/3 majority secret ballot of Tenured (Full and Associate) Professors. 05/04/2016 (30 yes, 5 no, 3 abstain)

B. Promotions:
   1. To Full Professor:
      Reviewed by Ad Hoc Committee, followed by discussion and voting by Full Professors
   2. To Associate Professor:
      Reviewed by Ad Hoc Committee, followed by discussion and voting by Full and Associate Professors

C. Merit Actions:
   The standing elected or Ad Hoc committees may request a faculty discussion and vote on accelerated merit actions.
Merit Actions have been delegated to the elected merit committees (Tenure Committee and Non-Tenure Committee – See IIIA) by a 2/3 majority secret ballot of Tenured (Full and Associate) Professors. 04/06/2016; 30 yes; 3 no; 1 abstain.

1. Merit Increase for Assistant Professor
   Recommendation, discussion, and voting by Non-Tenure Committee

2. Merit Increase for Full Professors and Associate Professors
   Recommendation, discussion, and voting by Tenure Committee

3. Merit Increase within Professor Above-Scale
   Recommendation, discussion, and voting by Tenure Committee

4. Merit Increase to Professor, Step VI
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Full Professors

5. Initial Advancement to Professor, Above-Scale
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Full Professors

D. Fourth Year Appraisals:
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Full and Associate Professors

E. Assistant Professor Renewal of Appointment
   Recommendation, discussion, and voting by Non-Tenure Committee

F. Assistant Professor Non-Renewal of Appointment
   Recommendation by Non-Tenure Committee, followed by discussion and voting by Full and Associate Professors

G. Five-Year Reviews
   Handled in accordance with Appendix 12 of the CALL

H. Joint/Split Appointments
   Recommendation by Non-Tenure Committee, followed by discussion and voting by all ladder faculty. Joint appointments without a waiver and Split appointments participate in personnel matters according to their rank.

I. Adjunct Professors
1. **Appointment of Adjunct Faculty**  
   Review by Ad Hoc Committee, followed by discussion and voting by ladder faculty.

2. **Promotion to Adjunct Professor or to Adjunct Associate Professor**  
   Review by Ad Hoc Committee. Discussion and voting by Full Professors for promotion to Adjunct Professor and by Tenure Faculty for promotion to Adjunct Associate Professor. All ladder faculty may participate in discussions.

3. **Merit Increase for Adjunct Faculty**  
   Recommendation to be made by Non-Tenure Committee. For merit increases to Adjunct Professor, Step VI, and to Adjunct Professor, Above Scale, as well as accelerated actions which require reviews beyond the Dean, there shall be a discussion and voting by Full Professors.

4. **Renewal of Adjunct Appointments**  
   Recommendation by Non-Tenure Committee.

5. **Appointment of Visiting Professor**  
   Recommendation by Ad Hoc Committee, followed by discussion and voting by Ladder Faculty.

6. **Appointment of Visiting Assistant Professors**  
   Recommendation by Non-Tenure Committee and departmental approval by the Chair. Recommendation by Non-Tenure Committee should be one of the following two options: favorable or unfavorable.

7. **Renewal of Visiting Professor Appointment**  
   Recommendation by a sponsoring faculty member and departmental approval by the Chair.

**J. Recall Appointments for Emeriti Professors**  
Recommendation by the faculty in charge of the course or in the candidate’s specialty area in consultation with the Vice Chairs of Undergraduate and Graduate Affairs, and followed by departmental approval by the Chair.

**K. Lecturers**

1. **Appointment of Lecturer**  
   Recommendation by the faculty in charge of the course and the relevant Area Director, in consultation with the Vice Chairs of Undergraduate and Graduate Affairs, and followed by departmental approval by the Chair.

2. **Renewal and Non-Renewal of Lecturer Appointments**  
   Recommendation by Non-Tenure Committee on an annual basis and departmental approval by the Chair.
3. **Appraisal of Lecturer Performance**  
   By Non-Tenure Committee and an additional Lecturer appointed by the Chair to serve as a member. Appraisal performed after 9 quarters of service. Recommendation by review committee shall be one of two options: favorable or unfavorable. Discussion and voting by ladder faculty.

4. **Promotion to Continuing Lecturer**  
   By Non-Tenure Committee and an additional Lecturer appointed by the Chair to serve as a member. Discussion and voting by ladder faculty.

III. **Academic Personnel Departmental Committees:**

A. The Department has standing elected committees (Non-Tenure and Tenure) that review proposed personnel actions, and it has delegated merit voting privileges to these committees. Each Committee is a three-member committee elected by ladder faculty. The membership consists of three voting members from the tenured faculty who serve staggered three-year terms.

   - **Non-Tenure Committee** reviews and votes on behalf of the faculty on the following actions:
     - Merit Increase for Assistant Professors, Assistant Professors Renewal/Non-Renewal of Appointment, Joint Appointments, Merit Increase/Renewal of Adjunct Faculty, Appointment of Visiting Assistant Professors, Renewal/Non-Renewal of Lecturer Appointments, Appraisal of Lecturer Performance, Promotion to Continuing Lecturer.

   - **Tenured Committee** reviews and votes on behalf of the faculty on the following actions:
     - Merit Increases for Full and Associate Professors, Merit Increase within Professor Above-Scale, and Five-Year Review.

B. The Department delegates to an Ad Hoc Committee to review certain proposed personnel actions. This committee may consist of three individuals selected from Full Professors, Tenure Faculty, or ladder faculty, depending upon the type of action and the candidate’s rank and level. The Ad Hoc Committee shall be appointed by the Chair of the Department and shall include a member whose area of expertise is commensurate with that of the candidate.

   - **Ad Hoc Committee** reviews the following actions:
IV. Voting Procedures:

A. All voting is conducted after a meeting is held which provides all eligible members of the Academic Senate the right to discuss the case.

B. All voting by eligible faculty members is conducted by secret ballot.

C. Eligible faculty members are given five working days to vote and return a ballot.

D. Emeriti are members of the Academic Senate who do not have the right to vote on departmental matters, except as provided for in Article D of the University of California Academic Senate By-Law 55. Per that article, emeriti, while recalled to service, regain voting rights on all departmental matters, except personnel matters, during the period of service.