Departmental Procedures for Academic Promotions, Appointments and Advances
Department of Chemistry and Biochemistry

Approved by Senate Faculty on 4/29/16 in a secret ballot by a 2/3 majority: 29 yes; 3 no; 0 abstain; 22 not voting.

I. Department Organization
   1. The department Senate members are regular line Senate Faculty (Full, Associate, and Assistant Professors). Academic Senate faculty, including recalled Emeriti, will vote on non-personnel substantial departmental questions. Emeriti will be included in discussions of non-personnel substantial departmental questions, but will not participate in voting.
   2. Any Academic Senate faculty member can request a vote on an issue.
   3. The chief Departmental administrative officer is the Chair. The Chair receives assistance and advice from the Standing Committees of the Department, any Ad hoc Committees that may be appointed from time to time, and from the Faculty as a whole. The chairman of the department is granted decision making power in the day to day operations of the department.

II. Personnel Actions
   Personnel voting will include faculty with split appointments and faculty with joint appointments without a waiver option.

   1. The chairman will generally initiate action in advancement, promotion and appointment cases, but others may do so as well. The chairman retains the right to express his or her own views to the Administration regardless of the departmental recommendation as determined by the method discussed below. All extramural correspondence with regard to extramural evaluation letters that involve advancements, promotions and appointments must be addressed to the chairman who will distribute to the appropriate committees or other department members.

   2. Allocation of Positions

   The allocation of positions among divisions is to be made by the chairman on the basis of departmental consensus. Any faculty member can call for departmental discussion and vote on this issue.

   3. New Departmental Appointments to Positions that Confer Membership in the Academic Senate

   It is the responsibility of the tenured departmental faculty in an area to make recommendations to the Department regarding new faculty appointments to tenured and non-tenured positions in that area. All departmental ladder faculty will be given an opportunity to review the file and comment on the appointment. A meeting will be held to discuss the case for appointment. Ladder faculty will then be asked to vote on the appointment. Full and Associate Professors have extended the right to vote on all new departmental appointments that confer membership in the Academic Senate to Assistant Professors. [April 25, 2016 by a secret mail ballot vote of 28 aye, 5 nay and 0 abstentions]
4. **Non-Reappointments:**

   a) An ad-hoc committee consisting of tenured members of the candidate's division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the issue.

   b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer to the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

III. **Promotions**

   **To Associate Professor**

   a) An ad-hoc committee consisting of tenured members of the candidate's division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The ad-hoc committee will report in writing to the chairman and the enfranchised faculty. The Chair will then call a meeting of the entire tenured faculty to discuss the personnel case.

   b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

   **To Full Professor**

   The same process is followed as with promotion to Associate Professor but only Full Professors participate in the ad hoc committee and in the full faculty vote.

IV. **Merit Actions – Senate Faculty**

   1. All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee. [April 25, 2016 by a secret ballot. Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.]

   2. Candidates for the Elected Staffing Committee will be at least four ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and any candidate receiving at least 20% of the votes will be elected. If less than two candidates receive 20% of the votes, a runoff election among the top three candidates will be held. The committee must consist of at least four members and elections must be held at least every three years. The chairman must report the vote of the divisional or search committee in and the vote of the elected staffing committee in recommending (or rejecting) merit increases.

   3. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor.
4. **Merit increases to Step VI and Initial Above-Scale.** The Chair will appoint an appropriate advisory committee. This committee will consult with faculty members within the candidate's division, and, when appropriate, outside the division before making its report. In some cases, it may be appropriate for the committee to consult informally with people outside the department who are especially knowledgeable in the candidate's area. The Elected Staffing Committee reviews the personnel case and votes on merit increases to Step VI and Initial Above Scale.

5. **4th Year Appraisals**
   
a) An *ad-hoc* committee consisting of tenured members of the candidate's division, and, in some cases, a few additional members appointed by the chairman will pre-review the personnel case of the candidate. The *ad-hoc* committee will report in writing to the chairman who will then call a meeting of the entire tenured faculty to discuss the personnel case.
   
b) The tenured faculty will vote by secret ballot and a majority vote will represent the departmental recommendation, although the chairman may include his own recommendation. The chairman may refer the matter back to the faculty for reconsideration, but he must report the results of all official votes to the Administration. The chairman will also report the views of a specific faculty member if requested.

V. **Merit Actions – Non-Senate positions**

1. The Elected Committee will consult widely and wisely, particularly within the candidates’ division, but where relevant, outside the division as well. Non-ladder appointments should be recommended to the Elected Committee by the division or appropriate search committee involved. (The search committee appointed by the chairman will normally consist of the divisional members and in some cases a few faculty members from other divisions.)

2. The Elected Committee will make recommendations to the chairman and the chairman will make recommendations to the Chancellor. If differences of opinion exist between the chairman, the elected committee and divisional or staffing committee in cases of non-ladder appointments, and if these differences cannot be resolved, then the issue will be referred to the tenured faculty. The chairman may at his discretion refer an issue back to a committee for further discussion and a new vote, or he may bring the issue up before the tenured faculty as a whole.

3. The chairman must report the vote of the divisional or search committee in recommending non-tenured appointments and the vote of the elected staffing committee in recommending (or rejecting) merit increases. The chairman will also report the views of a specific faculty member if requested.

VI. **Appeal**

1. Any faculty member who is unhappy with a proposed action on his academic status may appeal to the Elected Staffing Committee. Furthermore, any three ladder faculty members may appeal for another faculty member.

2. An attempt to reach a mutually satisfactory agreement will be made. If this cannot be done, merit increases at the assistant professor level will be referred to the entire tenured faculty and those at the associate and full professor level to the full professors, and the case will then be handled in the same manner as promotions.

3. The Appeal System should be made simple and no one should be discouraged from using the system.
Revisions to Original Department Procedures for Academic Promotions, Appointments and Advances

The election procedures of the Departmental Procedures for Academic Promotions, Appointments and Advances were revised on October 19, 1990 by a secret mail ballot vote of 40 in favor, 0 opposed and 0 abstentions, as follows:

Candidates for this committee will be at least three ladder faculty members willing to serve who are each nominated by at least three ladder faculty members. Election to the committee will be by secret ballot of the ladder faculty. Each faculty member may vote for two candidates, and the committee will consist of the four candidates from different divisions who had the highest vote totals among those nominated from their divisions, and also any additional faculty who received more than 20% of the votes cast. The Chair will be an ex-officio member of the committee. Elections must be held at least every three years.

Adopted 10/19/90
(retyped 11/9/99)
(retyped 5/8/2015)

The election procedures of the Department Procedures for Academic Promotions, Appointment and Advances were revised on December 20, 1993 by a secret mail ballot vote of 23 aye, 6 nay and 0 abstentions, as follows:

Assistant Professors who are members of the Faculty Senate will have the right to vote on all new departmental appointments that confer membership in the Academic Senate.

Adopted December 20, 1993
(retyped 11/9/99)
(retyped 5/8/2015)
Revote and Adopted April 25, 2016

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on October 7, 1997 by a unanimous vote at a faculty meeting as follows:

Elected members of the Staffing Committee who take a sabbatical leave during their three year tenure will be replaced during their absence by the previous divisional representative on the Staffing Committee.

Adopted October 7, 1997
(retyped 11/9/99)
(retyped 5/8/2015)

The membership of the Departmental Procedures for Academic Promotion, Appointments and Advances was revised on April 25, 2016 by a secret mail ballot vote of Fulls: 23 yes, 3 no, 2 abstain; Associate Professors, 2 yes, 0 no, 1 abstain; Assistant Professors, 4 yes, 0 no, 0 abstain.}
All Faculty regular, accelerated, and hurdle merits except the 4th year appraisal of Assistant Professors have been delegated to the Elected Staffing Committee.

Adopted May 2, 2016