Department of Ophthalmology
Bylaws for Voting on Academic Personnel Actions

This document is written to be in conformity with Bylaw 55 of the State-wide Academic Senate of the University.

Approved by Faculty, 05/11/2016

ARTICLE X – VOTING PRIVILEGES

A. **Departmental Academic Senate Membership**
   I. Senate Faculty of Department of Ophthalmology include:
      a. Regular Line Faculty [Ladder Faculty]
      b. In-Residence Faculty
      c. Clinical X Faculty

   All department Academic Senate Members shall have the right to vote on substantial department matters, and appointments and personnel actions of both Senate and Non-Senate faculty as described below.

B. **Departmental Non-Senate Faculty**

   Non-Senate faculty (Health Sciences Clinical Compensated series) may have an advisory vote on substantial departmental matters, as well as on personnel actions of both Senate and Non-Senate faculty.

C. **Emeriti Faculty**

   Emeriti faculty does not have the right to vote on departmental matters, nor on personnel actions. Emeriti faculty of the Department of Ophthalmology who are recalled to service in the Department will not regain voting rights on department personnel actions during the period of such service.

ARTICLE XI – VOTING PRIVILEGES

A. **Review Process for Personnel Actions**

   a. The full-time Academic Senate faculty (Assistant, Associate and Full Professor Rank) shall be responsible for evaluating candidates in all titles, both Senate and Non-Senate, for appointment only. The full-time Academic Senate faculty at the Associate and Full Professor Rank shall be responsible for evaluating candidates in all titles, both Senate and Non-Senate, for merit and promotion. Candidates shall be evaluated based on the following criteria: 1) clearly demonstrated evidence of high quality teaching abilities; 2) evidence of a productive and creative mind in either basic or clinical research; 3) professional competence and activity; and 4) university and public service by members of the faculty to the community, state, and nation in their academic specialty, with weighting each category as described in the UCLA CALL.
Each dossier must contain documentation that strongly supports fulfillment of the
documented criteria. Each dossier beyond the initial appointment must contain teaching
evaluations by residents and students as well as peer review evaluations by faculty. Dossiers
for appointments, promotions, and changes in academic series (for Senate titles only) must
also include letters of *intramural and extramural support that attest to the individual’s
capabilities with respect to the above criteria. *Intramural letters are required for
appointments only.

All Personnel actions should be reviewed according to the following process:

1. Ad-hoc Committees for Academic Affairs will designate or serve as the committees for
dossier review.
   - The Ad-hoc Committees for Academic Affairs will be appointed by the Chair to pre-
     review each appointment, promotion, merit increase, 4th year appraisal, five-year
     review and renewal of appointment. Each Ad-hoc Committee will consist of at least
     one full professor and two other senate faculty members. A full professor will be
     designated as chair.

2. The Ad-hoc Committees will present their findings in a written report to the Department
   Vice-Chair of Academic Affairs.

3. The recommendation by each Ad-hoc Committee of Academic Affairs shall be discussed
   at a meeting of the appropriate departmental faculty, as stipulated by Senate By-Law 55,
   and then voted on by secret ballot.

4. The appropriate voting faculty will have access to the candidate’s dossier, which will be
   available for review in the Department of Ophthalmology Personnel Office.

5. The Department of Ophthalmology faculty meetings for Academic Appointment,
   Promotion, and Advancement are held in the summer and winter of each calendar year.

6. Vote of the Department of Ophthalmology Faculty. Non-Senate faculty will provide an
   advisory vote on academic personnel actions. Senate faculty votes will be recorded and
tallied separately from Non-Senate faculty votes.

7. The Department Chairman and Vice-Chair of Academic Affairs will prepare the
   departmental letter of recommendation for inclusion in the dossier and submission to the
   Administration. The letter should include the substance of the Committee’s report as well
   as substance of the Faculty discussion and vote.

8. Dean’s review, if applicable.


10. Chancellor’s Office review, if applicable.
B. **Academic Personnel Actions**

I. Tenured Faculty members voted by 2/3 majority to extend the right to vote on Academic Personnel Actions to In-Residence and Clinical X Faculty. [01/04/2016 faculty vote by secret ballot; 9 yes; 0 no; 0 abstain; 4 did not vote].

II. **Appointments**: Full and Associate Senate faculty are enfranchised to vote on all appointments that confer membership in the Academic Senate.
   
a. Full and Associate Senate faculty have extended the right to vote on appointments to Assistant Professors. [Approved by 2/3 majority on 01/07/2016. 25 yes; 0 no; 0 abstain]

III. **Non-Reappointments**: Full and Associate Senate faculty are enfranchised to vote on all non-reappointments/terminations of Assistant Professor members in the Senate series.
   
a. Full and Associate Senate faculty have extended the right to vote on non-reappointments/terminations of Assistant Professors members to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 12 yes; 13 no; 0 abstain]
   
b. Full and Associate Senate faculty have extended the right to vote on non-reappointments/terminations to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 1 yes; 24 no; 0 abstain]
   
c. Full and Associate Senate faculty have extended the right to vote on non-reappointments/terminations to Recalled Emeriti. [Not approved by 2/3 majority on 01/07/2016. 14 yes; 11 no; 0 abstain]

IV. **4th Year Appraisals**: Full and Associate Senate faculty are enfranchised to vote on all 4th Year Appraisals of Assistant Professors members.
   
a. Full and Associate Senate faculty have extended the right to vote on 4th Year Appraisals to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 12 yes; 13 no; 0 abstain]
   
b. Full and Associate Senate faculty have extended the right to vote on 4th Year Appraisals to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 1 yes; 24 no; 0 abstain]
   
c. Full and Associate Senate faculty have extended the right to vote on 4th Year Appraisals to Recalled Emeriti. [Not approved by 2/3 majority on 01/07/2016. 14 yes; 11 no; 0 abstain]

V. **Promotions**:

1. **To Full Professor**: Full Senate faculty are enfranchised to vote on promotions to Full Professor and Full Professor Hurdle Actions.
a. Full Senate faculty have extended the vote to Associate Professors. [Approved by 2/3 majority on 01/07/2016. 14 yes; 6 no; 0 abstain; 5 did not vote]
b. Full and Associate Senate faculty have extended the vote to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 10 yes; 9 no; 1 abstain; 5 did not vote]
c. Full and Associate Senate faculty have extended the vote to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 0 yes; 20 no; 0 abstain; 5 did not vote]
d. Full and Associate Senate faculty have extended the vote to Recalled Emeriti. [Not approved by 2/3 majority on 01/07/2016. 11 yes; 9 no; 0 abstain; 5 did not vote]

2. To Associate Professor: Full and Associate Senate faculty are enfranchised to vote on promotions to Associate Professor.
   a. Full and Associate Senate faculty have extended the vote to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 14 yes; 10 no; 1 abstain]
   b. Full and Associate Senate faculty have extended the vote to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 1 yes; 24 no; 0 abstain]
   c. Full and Associate Senate faculty have extended the vote to Recalled Emeriti. [Not approved by 2/3 majority on 01/07/2016. 12 yes; 13 no; 0 abstain]

VI. Merit Actions

1. Full and Associate Senate faculty vote on all Full Professor merits.
   a. Full and Associate Senate faculty have extended the vote to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 12 yes; 13 no; 0 abstain]
   b. Full and Associate Senate faculty have extended the vote to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 1 yes; 24 no; 0 abstain]
   c. Full and Associate Senate faculty have extended the vote to Recalled Emeriti. [Not approved by 2/3 majority on 01/07/2016. 14 yes; 11 no; 0 abstain]

2. Full and Associate Senate faculty vote on all Associate Professor merits.
   a. Full and Associate Senate faculty have extended the vote to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 12 yes; 13 no; 0 abstain]
   b. Full and Associate Senate faculty have extended the vote to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 1 yes; 24 no; 0 abstain]
3. Full and Associate Senate faculty vote on all Assistant Professor merits.
   a. Full and Associate Senate faculty have extended the vote to Assistant Professors. [Not approved by 2/3 majority on 01/07/2016. 12 yes; 13 no; 0 abstain]
   b. Full and Associate Senate faculty have extended the vote to Emeriti. [Not approved by 2/3 majority on 01/07/2016. 1 yes; 24 no; 0 abstain]
   c. Full and Associate Senate faculty have extended the vote to Recalled Emeriti. [Not approved by 2/3 majority on 01/07/2016. 14 yes; 11 no; 0 abstain]

VII. Joint and Split Appointments

Joint Appointments without a waiver for personnel actions and all Split Appointments follow the review and voting procedures as any other department member of the same rank.

VIII. Five Year Reviews

Five Year Reviews are handled by the department process as described in Article XI, Item A department process.

IX. Non-Senate Appointees

The Department of Ophthalmology uses the following Non-Senate appointment titles: Visiting Academic titles, Health Sciences Clinical (comp) series, Clinical Instructors, Adjunct, Professional Research series, Project Scientist, Specialist.

1. Non-Senate academic personnel actions follow the review and voting procedures as any other faculty member of the same rank according to the department process as described in Article XI, Item A.

2. Non-Senate Faculty (Health Sciences Clinical Compensated series) with 100% employment in the Department (including affiliate locations) have been extended the right to an advisory vote on Faculty personnel actions. [Approved by 2/3 majority on 01/07/2016. 21 yes; 4 no; 0 abstain]

X. Searches and New Faculty Appointments

The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. The recruitment committee shall evaluate the appointment and provide a recommendation to be voted on by the full voting faculty.
XI. Non-Personnel Substantial Department Matters

Issues of this nature include but are not limited to: curriculum/courses for the department and membership of various faculties.

All Senate department members have the right to vote on non-personnel substantial department questions. Non-Senate faculty may have an advisory vote.

*For further information, please consult The UCLA CALL: [https://www.apo.ucla.edu/policies-forms/the-call](https://www.apo.ucla.edu/policies-forms/the-call)