Department of Head & Neck Surgery

Voting Bylaws

10/14/2016

The Department of Head & Neck Surgery Academic Senate Faculty voted by secret ballot to approve the Voting Bylaws. The Vote was recorded on 10/14/2016. 21 Approve, 0 Not Approve, 1 Abstain.

I. Department Faculty members
A. Senate Faculty of the Department of Head & Neck Surgery include:
   i. Ladder Faculty
   ii. In Residence Faculty
   iii. Professor of Clinical X

B. All Senate department members, including Recalled Emeriti, have the right to vote on non-personnel substantial department questions. They have the right to authorize and supervise courses and curricula, representatives to the local academic senate, and advise concerning the budget.

II. Academic Personnel Actions
A. Tenured Faculty members have extended the right to vote on Academic Personnel Actions to In Residence and Clinical X Faculty. (Vote was taken by secret ballot, and recorded on 1/14/2016. In Residence: 4 yes; 0 no; 0 abstain; Clinical X: 4 yes; 0 no; 0 abstain)
B. Appointments: Full and Associate Professors vote on all appointments that confer membership in the Academic Senate.
C. Non-Reappointments: Full and Associate Professors vote on all non-reappointments of Assistant Professors.
D. 4th Year Appraisals: Full and Associate Professors vote on all 4th Year Appraisals of Assistant Professors members.
E. Promotions:
   1. To Full Professor: Full Professors vote on all promotions to Full Professor.
   2. To Associate Professor: Full and Associate Professors vote on all Promotions to Associate Professor.
F. Merit Actions
   i. Full Professors vote on all Full Professor merits.
   ii. Full and Associate Professors vote on all Associate Professor merits.
   iii. Full and Associate Professors vote on all Assistant Professor merits.

G. Joint and Split Appointments
Joint and split Appointments follow the review and voting procedures as any other Department member of the same rank, and as described in Appendix 15 of The CALL. The Department offers faculty with Joint/0% appointments the option to sign a waiver for personnel actions. Faculty with Split appointments cannot waive personnel actions.

H. Five Year Reviews
Five year reviews are handled as described in Appendix 12 of the Call. This policy applies to faculty unless they are without salary with a waiver. The five-year review will be conducted 1) in the spring of the academic year that ends a period of five years in which the appointee has not received a completed review, or 2) at the time of the appointee’s second successive negative review. The Chair will initiate the 5 year review.

I. Non-Senate Faculty/Adjuncts
Non-senate members have not been extended a right to an advisory vote. All non-senate actions are handled using the same processes as senate actions.

III. Academic Personnel Committees
A. The Department has an Academic Personnel committee that pre-reviews personnel actions. Ladder faculty and In-residence faculty are appointed to this committee by the Chair. One member is assigned to review and present the dossier to the committee. The Committee discusses the proposed action, and takes a vote on the recommendation. The Committee’s recommendation is presented to the faculty for a vote, either at a faculty meeting or online. The dossier is made available 5 calendar days in advance of the vote.

IV. Amendments
A. These Bylaws may be amended by a two-thirds majority vote.