Department of Human Genetics
Bylaws for Voting on Academic Personnel Actions

Passed by Senate faculty (2/3 majority of those voting by secret ballot), 2/18/2016

The Department of Human Genetics will adhere to the following rules concerning voting procedures:

I. Department Membership
   A. Senate Faculty of Department of Human Genetics include: Regular [tenured (Full and Associate) and non-tenured (Assistant)] faculty, and In Residence series.
   B. Adjunct series.
   C. All Senate department members, including Recalled Emeriti and Adjunct series, have the right to vote on non-personnel substantial department questions.

II. Academic Personnel Actions

   A. Academic Senate faculty in the Regular series, the In-Residence series, and Recalled Emeriti, shall have the right to vote on all appointments, promotions, Five year reviews and merit increases for all faculty in all series, including the Regular and In-Residence. Senate Joint and split appointees have the same voting rights and are subject to the same regular review as primary appointees, unless waived by mutual agreement.

   1. Associate and Full Professors in the Regular series have extended the right to vote on Academic Personnel Actions to the In-Residence series. Approved by 2/3 majority by secret ballot on 1/21/2016. Aye 10, Nay 4, Abstain 0
   2. All Emeritae/i faculty in Recall status shall have the right to vote on all appointments, promotions and merit increases for all faculty. Approved by 2/3 majority by secret ballot on 2/4/2016. Aye 8, Nay 2, Abstain 0

Appointments
   3. Associate and Full Professors have extended the right to vote on all appointments that confer membership in the Academic Senate to Assistant Professors. Approved by 2/3 majority by secret ballot on 1/28/16. Aye 10, Nay 2, Abstain 0.

Promotions and Merits
   4. Full Professors have extended the right to vote on Academic Personnel Actions of Full Professors to Associate Professors. Approved by 2/3 majority by secret ballot 1/25/2016. Aye 12, Nay 1, Abstain 1
5a. Full and Associate Professors extend the vote on all academic actions of Full Professors to Assistant Professors. Approved by 2/3 majority by secret ballot 1/28/2016. Aye 11, Nay 1, Abstain 0

5b. Full and Associate Professors extend the vote on all academic actions of Associate Professors to Assistant Professors. Approved by 2/3 majority by secret ballot 1/28/2016. Aye 10, Nay 2, Abstain 0

5c. Full and Associate Professors extend the vote on all academic actions of Assistant Professors to Assistant Professors. Approved by 2/3 majority by secret ballot 1/28/2016. Aye 11, Nay 1, Abstain 0

B. Non-Senate Faculty/Adjuncts with 100% employment in the Department have been extended the right to have a separate, advisory vote on Faculty personnel actions. Approved by 2/3 majority by secret ballot 2/1/2016. Senate Members: Aye 10, Nay 1, Abstain 0

C. Non-Senate Faculty/Adjuncts personnel actions are treated and voted on using the same methods as senate faculty actions.

D. Five Year Reviews: In consultation with an Ad-Hoc faculty committee as is designated by departmental policy, the Chair shall initiate the Five-Year Review, develop a Departmental Recommendation, and convey the Recommendation in a Chair’s letter. This will not require a vote from general faculty.

II. Committee for Academic Affairs

A. 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 one full professor and two other faculty members. Of these three, at least two shall be voting members. A full professor will be designated as chair. The ad-hoc Committee will present their findings in a written report to the Department Chair.

B. The following recommendations 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:

1) each positive recommendation;

2) each negative recommendation in case of mandatory review for tenure;

3) any negative recommendation in case of promotion from Associate Professor to Professor or of merit increase to Professor VI or Above-Scale when the candidate requests that the recommendation be transmitted from the Department through normal channels.
C. The appropriate voting faculty will have access to the candidate’s dossier, which will be available for inspection in the Administrative Office. Voting by absentee ballot is possible, and ballot may be returned electronically or in person within a week of the faculty meeting. After the departmental balloting, the Chair shall 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.

III. Faculty Meetings

A. Faculty meetings will be scheduled monthly, but may be cancelled by the Chair of the Department for lack of business. Any Faculty Meeting Agenda containing items concerning appointments, promotions, or merit increases will be circulated at least one week in advance to all departmental faculty.

B. A summary of actions (exclusive of confidential items) taken at each meeting is to be circulated within one week by the Chair of the Department to all faculty of the Department.

C. Voting procedures will be reviewed every three years and must be approved by a majority of voting faculty.