Department of Human Genetics
Procedures for Compliance with Academic Senate By-Law 55:

Voting on Academic Personnel Actions

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

I. Designation of Voting Rights

A. All primary faculty in all series, including the Regular, In-Residence, Clinical (X) and Adjunct series, tenured and non-tenured, shall have the right to vote on all appointments, promotions and merit increases for all faculty in all series, including the Regular, In-Residence and Clinical (X) series. The Joint appointees have the same voting rights and are subject to the same regular review as primary appointees, unless waived by mutual agreement.

B. The votes of the non-academic senate members shall be tallied separately from the votes of the academic senate members.

C. All Emeritae/i faculty in Recall status shall have the right to vote on all appointments, promotions and merit increases for all faculty.

II. Committee for Academic Affairs

A. Ad-hoc Committees for Academic Affairs will be appointed by the Chair to 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.

December, 2012
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.