Procedure for Appointment, Merit Review, and Promotion

Searches and New Faculty Appointments
The Chair shall appoint recruitment committees to conduct searches as often as is deemed appropriate. All Senate (tenured, tenure track, in-residence), Clinical, and joint appointment faculty in such categories may be eligible to serve on departmental search committees. The Senate and Clinical faculty shall be responsible for evaluating candidates for appointment. Request for joint appointment in the department shall be governed by the same processes as those used for new faculty appointments; an ad hoc committee will be appointed and make a recommendation to the department, and the Senate and Clinical faculty will vote on the recommendation. At three year intervals, based on the department's programmatic needs and the appointee's contributions, the Senate and Clinical faculty holding primary appointments in the department may determine, by formal vote, to continue or terminate the secondary appointment.

Merit Review Committee
The Merit Review Committee and its Chair will be appointed by the Department Chair and the Vice-Chair for Academic Personnel. Its membership will be composed of 5 Senate and/or Clinical faculty. This Committee shall meet for the purpose of reviewing all dossiers proposed for regular or one-year accelerated/decelerated merit increase. This committee shall be delegated with voting authority for the following personnel actions: Assistant Professor, Associate Professor, Professor - all regular merits/step increases, and those that are accelerated or decelerated by no more than one year. Members shall serve staggered terms of three years. The Chair of the committee shall convene the committee in accordance with the School of Medicine dossier submission timetables and shall assign dossiers to each committee member for in-depth review. A 3/5 majority vote of the Merit Review Committee is needed to recommend action. In the event of a tie, the Vice Chair for Academic Personnel will cast the deciding vote. Administrative support for this Committee shall be provided by the staff Academic Personnel specialist, who will schedule meetings, distribute the dossiers, record minutes of meetings, etc. If members of the committee are to be considered for merit review during their tenure on the committee, the committee will consider the dossier in their absence. The Department Chair can exercise the option of bringing any regular or one-year accelerated/decelerated merit review to the entire department for a faculty vote.

Ad Hoc Review Committee(s)
When the Department Chair deems that an acceleration by more than one year is justifiable, or in the case of major reviews and promotions detailed below, the Chair shall, in consultation with the Vice Chair for Academic Personnel, appoint a 3 person ad hoc committee composed of Senate and/or Clinical faculty for consideration of the case. Their findings shall be presented formally, as an advocacy document, and will be considered at a departmental meeting convened to consider the major review or accelerated promotion. The ad hoc report will be signed by all members of the committee.
Major reviews and promotions include the following actions:

- Fourth Year Appraisal
- Promotion to Associate Professor
- Promotion to Professor (at the Chair’s discretion to convene a faculty meeting)
- Merit to Professor, Step VI
- Merit to Professor, Above Scale

Actions shall be reviewed according to the following process:

1. Review and recommendation of ad hoc or standing faculty committee
2. Pharmacology faculty vote and Departmental recommendation
3. Dean’s Office
4. Committee on Academic Personnel (CAP)
5. Chancellor’s Office

Standard on-schedule merit increases, and one year accelerated/decelerated merit increases within each rank are approved at the Dean’s Office level.

Voting Privileges and Procedures for Personnel Actions

Departmental Academic Senate faculty members (tenured, tenure track, and in-residence) and faculty in the Clinical series in all ranks may vote on the following academic actions – initial appointments in all ranks and all series; promotions to associate and full professor rank in all series; fourth-year appraisals in all series; merit increases in all series involving acceleration or deceleration by more than one year; merit increases to Step VI; and merit increases to initial and further Above-Scale.

Copies of the individual dossiers for these actions will be made available for five working days for review by the voting members of the department, after which time they may vote by secret paper ballot, or electronically via the Academic Personnel specialist who will maintain confidentiality of all votes.

In accordance with Senate Bylaw 55, the Department has extended voting privileges on personnel matters to Emeriti faculty recalled for research or teaching.

It is presumed that joint appointees will participate fully in the research and teaching of the department. The joint appointees will have the same voting privileges as the primary faculty, unless such privileges are waived.

The Chair has the authority to recommend approval of all appointments to or promotions within the Visiting series, appointments to or salary increases within the Academic Administrator, Academic Coordinator, Clinical Instructor, or Specialist series; and all regular merit increases within the Professional Research series.

Promotions or Merit increases in the Researcher series that are accelerated by more than one year are to be reviewed by an ad hoc committee.