DEPARTMENT OF PATHOLOGY AND LABORATORY MEDICINE BY LAWS

APPOINTMENT AND PROMOTIONS POLICY STATEMENT  (January 2015)

“The committee will consist of four (4) WW/SMH Academic Senate members, three (3) WW/SMH non Senate members from the Health Sciences Clinical or Adjunct series, and one (1) Senate or non-Senate member from one of the affiliate hospitals, all at the rank of Associate Professor or Professor.”¹

I. Scope of activity.

The Academic Personnel Committee will evaluate initial appointments, promotions, change of series actions, and merit increases for all faculty. This includes academic actions in the Regular, In Residence, Clinical X, Clinical (Compensated), Adjunct, Lecturer, Professional Research, and Clinical Voluntary series except appointment or merit to Assistant Researcher, Steps I and II. It is also noted that Five Year reviews will not be evaluated by the Academic Personnel Committee, The Five Year review will be evaluated by the Chair and will be a Chair’s final. The Department Chair may also request the advice of the Academic Personnel Committee on any matter involving academic personnel concerns.

The Academic Personnel Committee will evaluate the candidate's performance in teaching, research, clinical practice, and department, hospital, school, university, and public service, as appropriate to the candidate's appointed series. The Academic Personnel Committee will provide a written analysis of each of the evaluated areas of the candidate's performance in the form of a letter to the Department Chair or Vice Chair, Academic Affairs. In cases where the vote is not unanimous, a vote of the committee should be included in the letter. The Committee may request via the Department Chair or Vice Chair, Academic Affairs that additional information or evaluation be obtained concerning a candidate's activity or performance.

Initial appointment at any level (except appointment to Assistant Researcher, Steps I and II), fourth year reviews, promotion to Associate or the equivalent rank, promotion to Full rank, merit increase to Professor, Step VI, initial advancement to Professor, Above Scale, and advancement to Further Above Scale, change in series, and accelerations or decelerations of two or more years are defined as major actions. Major actions will be considered and voted upon by the Academic Personnel Committee (APC), and the APC will make a recommendation to the Chair of the Department. If the recommendation is favorable and the vote is unanimous, the APC recommendation and vote will be sent to the faculty with a ballot for a vote on the action. If the consensus of the APC is either not unanimous, or unfavorable, a departmental meeting will be scheduled for a faculty discussion prior to sending of ballots to the eligible voting faculty. When ballots are processed without a faculty meeting, the following wording will be included on the ballot:

If you would like to review the dossiers or APC recommendations for these cases, they are available in the offices of [the Chair], [the Vice Chair for Academic Affairs] or [the Academic Personnel Coordinator]. If you are not located at

¹ Change of Committee composition effective 2010-11 per faculty vote July 2009.
APPENDIX I

CHS and would like to review the material, please contact [Academic Personnel Coordinator] to make alternate arrangements.

All actions, which are not defined as major, and in which the Academic Personnel Committee is favorable, do not require a full Department vote, but may be sent to the Department Chair for subsequent action. If the Academic Personnel Committee is unfavorable on a case, the candidate should be promptly informed of this by the Department Chair, and the candidate may request via the Department Chair in writing that his/her case be referred to the whole department for discussion and vote. The Department Chair may refer any case to the whole department for discussion and vote.

II. Election of the Academic Personnel Committee.

All Academic Senate and Non-Senate members at the rank of Associate or Full Professor or the equivalent are eligible for election to the Academic Personnel Committee. The Department Chair and Vice Chair for Academic Affairs are not eligible to serve as elected members. Non-Senate faculty vote would, in combination with Senate faculty vote, be used to select the Non-Senate faculty member of the APC and the votes from the Non-Senate faculty would also be used to break any ties for the Senate faculty. The usual term of service on the Pathology and Laboratory Medicine Academic Personnel Committee is two years (exception may be made to maintain representation) Members of the Academic Personnel Committee who have served a term are excused from appearing on the mail ballot as a candidate, and from additional service for a period of four years from their end of service. Otherwise the Department Chair, upon written request for a planned sabbatical leave or other equally compelling reason, may excuse eligible Senate members from appearing on the ballot.

A. Election -- All eligible faculty will be listed from CHS and Affiliates. All voting faculty, regardless of the rank will receive a ballot, and may vote for the designated number of candidates in each category. The top candidates in each category as needed will be elected to serve on the committee.

B. Subsequent elections -- In subsequent years, constituent representation will be maintained as members are replaced.

III. Operation of the Academic Personnel Committee.

The UCLA CALL and the University of California Academic Personnel Manual give a detailed description of the academic appointment and promotion process, and explain the evaluation criteria to be used. Copies of these documents will be available to the Committee members. The Committee members should particularly note the due dates for actions given in the CALL, and make every attempt to meet these deadlines. Committee members are reminded that confidentiality at all steps of
the academic personnel process is necessary to maintain a fair and effective system. Committee members should be aware of potential conflicts of interest, and excuse themselves from evaluating cases where such conflicts of interest may arise or appear to arise.

The Committee should organize itself, the Department Chair will choose a committee chair (and vice chair if desired) who will subsequently provide assignments to committee members, and communicate with the Departmental Chair or Vice Chair, Academic Affairs. All requests by the Academic Personnel Committee for additional information or evaluation should be directed from the Committee chair to the Department Chair or Vice Chair, Academic Affairs. In no case should the Academic Personnel Committee or any Committee member contact an individual under review. After the initial year, the Committee Chair should ordinarily be picked from those in their second year of service. The Department Chair and Vice Chair for Academic Affairs are ex officio members of the Academic Personnel Committee, and may appear before the Committee and discuss cases, but may not vote in Committee meetings.

LEGISLATIVE ASSEMBLY REPRESENTATIVES APPOINTMENT POLICY:

For selection of representatives to the Legislative Assembly, we will send an E-Mail to the faculty asking for Volunteers. If there are insufficient Volunteers in response to this E-Mail, the Chair will select faculty members to serve. In cases where there are more volunteers than positions available, the Department will vote to select representatives.

David D. Porter
Original document 9/3/90; Revised 6/9/91; Revised 6/24/97
Judith A. Berliner
Revisions discussed at a general faculty meeting 4/28/98
Revisions approved 5/29/98
Revised 4/24/00
Revised 8/18/06
Revised 1/1/07