January 8, 2001

UCLA Department of Pediatrics

Procedures for Compliance with Academic Senate By-Law 55: 
Voting on Academic Personnel Actions

1. Review and Appraisal Committee

A. Members of an advisory department-wide committee, including one 
alternate with committee experience, are proposed for appointment 
annually by each hospital department chair (Cedars-Sinai Medical 
Center, Harbor/UCLA Medical Center, Martin Luther King/Drew 
Medical Center and UCLA Center for the Health Sciences). The 
executive chair of the school-wide department approves the final 
appointment of the committee members, and appoints the faculty 
chair of the Review and Appraisal Committee.

The Committee appointees will be academic senate members in 
the regular, in-residence or clinical (x) series at the professor or 
associate professor levels. Each hospital Department will have at 
least two representatives on the committee. The hospital 
Department chairs serve as ex-officio voting members of the 
committee. In addition, one individual at the professor or associate 
professor level of the clinical compensated series will be appointed 
to the committee to serve a one year term and vote on matters 
pertaining to faculty in the clinical compensated series. The 
appointment will rotate between the four institutions named above.

A quorum of two-thirds of committee membership is required for 
meetings to commence. All committee meetings are closed except 
that assistant professor level observers may be invited to attend. 
Also, any individual faculty member may attend the meeting in his 
or her own behalf.

B. Committee members are responsible for presentation of dossiers 
for all appointments, promotions, merit increases, appraisals, five 
year reviews and renewals of appointments. These actions are 
reviewed by the committee and recommendations for the general 
faculty are voted by secret ballot. Abstentions will be recorded.

II. Voting by Faculty

A. Copies of individual dossiers for all actions except appraisals will 
be made available for 10 working days for review by the voting 
members of the Department, except for the individual under 
consideration (who cannot review his or her own dossier).
Dossiers will be prepared in accordance with the Summary of Procedures in The CALL.

B. Thereafter, all Assistant, Associate and full Professors in the Regular, In-Residence and Clinical (X) series vote by secret mail ballot on all appointments, merit increases, and promotions in all academic series and for all ranks of academic actions.

All Emeritae/i in Recall Status will vote by secret mail ballot on appointments, merit increases, and promotions for academic actions for all ranks of academic actions.

All Assistant, Associate and full Professors in the Clinical Compensated series will vote by secret mail ballot on appointments, merit increases, and promotions for academic actions in all ranks of the Clinical Compensated series.

All Assistant, Associate and full Professors in the Adjunct series will vote by secret mail ballot on appointments, merit increases, and promotions for academic actions in all ranks of the Adjunct series.

Five year reviews will be presented to the Review and Appraisal Committee, but do not require a committee vote or a vote by the general faculty.

C. Appointments, merit increases and promotions for the Professional Researcher Series and Academic Coordinator series will be voted on by the Review and Appraisal Committee, but do not require a faculty vote.

D. The numerical results of all votes will be reported promptly to the voting faculty.

E. Proposed personnel actions and the Department vote results are forwarded to the Dean of The School of Medicine by deadlines as specified by the Dean.

III. Appraisals

Fourth year appraisals of Assistant Professors must be made by a vote of the full tenure and non-tenure faculty. This vote can be taken only after a meeting of the faculty at which there is opportunity for a full, informed discussion by the faculty. Voting on the appraisal will be conducted by secret ballot at the time of the meeting and will not be voted by mail ballot.
Faculty in the Regular, In-Residence and Clinical (X) series will vote on fourth year appraisals of assistant professors in all series.

Faculty in Emeritae/i Recall status will vote on fourth year appraisals of assistant professors in all series.

Faculty in the Clinical Compensated series will vote on fourth year appraisals of assistant professors in the clinical compensated series.

Faculty in the adjunct series will vote on fourth year appraisals of assistant professors in the adjunct series.

IV. Review of Departmental Voting Procedures

These procedures are reviewed by the entire faculty at three year intervals. Procedures must be approved by a two-thirds majority vote of the assistant, associate and full professorial faculty in the regular, in residence and clinical (x) series. The voting procedure will remain in effect for at least one year. After that time, any voting faculty member may request reconsideration of the procedures prior to the regular three year review.