Department of Radiological Sciences
Bylaws

Procedures for Substantive Matters in Accord with Bylaw 55

APPOINTMENT AND CHANGE IN SERIES:

1. **Appointment or Change in Series to the Rank of Professor, Associate Professor and Assistant Professor in the following series: Regular (FTE), In-Residence and Clinical X.** The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by the elected Departmental Committee on Appointments, Merits and Promotions, which in turn will make a recommendation to the Chairman of the Department. If the recommendation is favorable, a vote will be taken of the eligible members in the Department. For appointments at the Full Professor level, only eligible Professor level faculty will vote.

2. **Appointment or Change in Series to the Rank of Professor, Associate Professor and Assistant Professor in the following series: Health Sciences and Adjunct.** The appointment will be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by the elected Departmental Committee on Appointments, Merits and Promotions, which in turn will make a recommendation to the Chairman of the Department. If the recommendation is favorable, no further faculty vote is needed.

3. **Other Non-Tenure academic appointments including to the Professional Researcher, Project Scientist, Postdoctoral Scholar and Visiting series at any rank.** All other academic appointments are reviewed and recommended by the appropriate Departmental Section. The recommendation is considered by the Departmental Committee on Appointments, Merits and Promotions, and if the vote is favorable the recommendation is submitted to the Chairman of the Department. No further faculty vote is needed.

PROMOTION:

1. **Promotion to the Rank of Professor, Professor-in-Residence, Professor of Clinical Radiology, Health Sciences Clinical Professor and Adjunct Professor.** The Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of the eligible Professorial-level Faculty of the Department.

2. **Promotion to the Rank of Associate Professor, Associate Professor-in-Residence, Associate Professor of Clinical Radiology, Health Sciences Associate Clinical Professor and Associate Adjunct Professor.** The Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate Professor or Professor level. If possible, at least one member from the

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candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

3. Other Academic Non-Tenure Promotions, including in the Professional Researcher and Project Scientist series. The Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate or Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

MERIT INCREASE:

1. For merit increases that are subject to CAP review and/or Chancellor’s approval, the Chairman of the Committee on Appointments, Merits and Promotions appoints an Ad Hoc Committee, usually comprised of two to three faculty members, preferably at the Associate or Professor level. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

2. For merit increases that do not require CAP review or Chancellor’s approval, an Ad Hoc Committee is appointed by the Chairman of the Committee on Appointments, Merits and Promotions, usually composed of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman.

NON RENEWAL OF APPOINTMENT:

1. A recommendation not to renew non-tenure appointments for Assistant Professor, Assistant Professors in Residence, Assistant Professors of Clinical Radiology, Assistant Adjunct Professors and Health Sciences Assistant Clinical Professors will be submitted to the vote of all eligible tenure-level members of the Faculty.

APPRaisal AND FIVE YEAR REVIEW:

1. An Ad Hoc Committee is appointed by the Chairman of the Committee on Appointments, Merits and Promotions. The committee is usually comprised of two to three faculty members. If possible, at least one member from the candidate’s section will be selected. The ad hoc committee’s report is voted upon by the Committee on Appointments, Merits and Promotions, and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty.

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COMMITTEE ORGANIZATION AND VOTING PROCEDURES:

Committee on Appointments, Merits and Promotions (CAMP)

The Department Committee on Appointments, Merits and Promotions is elected by secret ballot composed of the names of all members of the Academic Senate holding appointment in the Department of Radiological Sciences. There are nine voting members of the Committee. Of these nine members, six shall be elected from the eligible MD faculty in senate series, two shall be elected from the eligible PhD faculty in senate series, and one seat shall be filled by the Academic Senate member from one of the Department’s affiliated hospitals who receives the most votes of those falling within this designation. The final seat is filled by the Chairman of the Department, as an ex-officio member with vote. The following shall serve as ex-officio members without voting privileges (unless elected to one of the nine voting seats): the Vice Chair for Academic Affairs, the Vice Chair of Clinical Operations, and the Chairs from each affiliated hospital Radiology Department. Further provision is made that the Departmental faculty in the Health Sciences Series shall elect one member from within their series to serve as a non-voting Health Sciences representative to the Committee on Appointments, Merits and Promotions. The Committee on Appointments, Merits and Promotions elects its Chairman from among the nine voting members. The purpose of the Committee as constituted is to advise the Chairman of the Department on all matters of policy and on all academic personnel matters. The Committee is re-elected on an annual basis and the term is October through September.

Voting Eligibility on Substantive Matters

In addition to tenured members of the Faculty in the Regular Series, by more than a two-thirds vote of this group, voting privileges have been extended to Professor In-Residence, Professor of Clinical Radiology, Associate Professors In-Residence and Associate Professors of Clinical Radiology. For academic personnel actions requiring a vote at the Full Professor rank, all Full Professors in the senate series shall be eligible to vote. For academic personnel actions below the rank of Full Professor, all Associate and Full Professors in senate series shall be eligible to vote.

Voting Procedures

All substantive matters will be subject to discussion and a secret ballot of those present at a Committee on Appointments, Merits and Promotions monthly meeting. Absent members will not be eligible to vote, but may designate a proxy. In the event that an academic action requires a vote by senate faculty, the vote will be done via mail or other secure and confidential means. Results of the vote will be available in the Academic Personnel Office to eligible individuals wishing this information.

OTHER DEPARTMENTAL SUBSTANTIVE MATTERS:

Topics for consideration may be reviewed by the Committee on Appointments, Merits and Promotions, and a recommendation may be made to the Departmental Faculty for consideration at the regularly scheduled staff meeting. Any three members of the Departmental

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Faculty who are eligible to vote may request a special meeting of the Departmental Faculty, to be held within ten days. On substantive matters other than personnel, a secret ballot may be waived by mutual consent of those present. Any voting member of the Department shall maintain the right to ask for secrecy in any vote. In any instance, secret ballots will be available as needed. Any decision based upon vote will be reported to all eligible to vote with the notation that definitive vote information is available in the Academic Personnel Office if desired.