

December 9, 2003

**UCLA Department of Family Medicine
Procedures for Compliance with Academic Senate By-Law 55:
Voting on Academic Personnel Actions**

1. Family Medicine Council on Academic Personnel (CAP) Committee

- A. Members of an advisory department-wide committee are proposed for appointment annually by the department chair. The Committee will be chaired by the departmental Vice Chair of Academic Affairs.

Committee appointees will be academic senate members in the regular, in-residence or clinical (x) series at the professor or associate professor levels. The Department chair will serve as an ex-officio voting member of the committee. In addition, one individual at the professor or associate professor level of the clinical compensated series may be appointed to the committee. Affiliated campuses may be asked to provide an ad hoc appointee to advise the committee when actions from their facility are under review.

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.
- C. Statements made or positions taken by individual faculty members in departmental personnel discussions are deemed confidential. Committee members should avoid revealing to anyone, whether through inadvertence or design, all matters expected to be confidential (Appendix 4, Section II paragraph 3 of the CALL).
- D. The Committee will be guided by policies and procedures as defined in The Call and the Academic Personnel Manual.

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 faculty with professorial appointments in senate and non-senate series, will 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.

Five year reviews will be presented to the Family Medicine CAP 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 Family Medicine CAP 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. Voting on the appraisal will be conducted by secret ballot in the manner described above.

IV. Review of Departmental Voting Procedures

These procedures are reviewed by the tenured academic senate entire faculty at three year intervals. Procedures must be approved by a two-thirds majority vote of the 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. Thereafter any voting faculty member may request reconsideration of the procedures prior to a regular three-year review.