



DEPARTMENT OF GEOGRAPHY
1255 BUNCHE HALL
405 HILGARD AVENUE
LOS ANGELES, CALIFORNIA 90095-1524
(310) 825-1071 FAX (310) 206-5976

Date: November 20, 2003

To: Adam Kaiserman
Council on Academic Personnel

From: Glen M. MacDonald, Chair
Department of Geography

A handwritten signature in black ink, appearing to read "G.M.", written over the printed name of Glen M. MacDonald.

RE: **Bylaw 55 of the Council on Academic Personnel:
Practices of the Department of Geography**

The Geography Department does not have a personnel committee. The entire Academic Senate Faculty of all ranks votes on all cases of promotion and tenure by secret ballot. We allow proxy votes for qualified faculty who cannot attend a given meeting. Emeriti do not vote in department personnel cases.