

DEPARTMENT OF RADIOLOGICAL SCIENCES
PROCEDURES FOR SUBSTANTIVE MATTERS IN ACCORD WITH BYLAW 55

APPOINTMENT:

- **1. Appointment 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 Executive Policy Committee, 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 to the Rank of Professor, Associate Professor and Assistant Professor in the following series: Clinical Compensated and Adjunct.** The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by the elected Departmental Executive Policy Committee, 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.** All other academic appointments are reviewed and recommended by the appropriate Departmental Section. The recommendation is considered by the Departmental Executive Policy Committee 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, Clinical Professor Compensated and Adjunct Professor.** The Chairman of the Executive Policy Committee appoints an Ad Hoc Committee, usually composed 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Professorial-level Faculty of the Department (Tenure Faculty).
- **2. Promotion to the Rank of Associate Professor, Associate Professor In Residence, Associate Professor of Clinical Radiology, Associate Clinical Professor Compensated and Associate Adjunct Professor.** The Chairman of the Executive Policy Committee appoints an Ad Hoc Committee, usually composed of two to three faculty members, preferably at the Associate Professor 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty (Tenure Faculty).

Radiological Sciences**Procedures for Substantive Matters in Accord with Bylaw 55**

- **3. Other Academic Non-Tenure Promotions.** The Chairman of the Executive Policy Committee appoints an Ad Hoc Committee, usually composed 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty (Tenure Faculty).

MERIT INCREASES:

- An Ad Hoc Committee is appointed by the Chairman of the Executive Policy Committee, 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 Executive Policy Committee and a recommendation is made to the Department Chairman.

NON RENEWAL OF APPOINTMENT:

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

APPRAISALS:

- An ad hoc committee is appointed by the Chairman of the Executive Policy Committee for Fourth-Year appraisals. The committee is 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty (Tenure Faculty).

ORGANIZATION AND VOTING PROCEDURES:

- **Executive Policy Committee**
- The Department Executive Policy Committee 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 seven members of the Executive Policy Committee. Of these seven members, one seat is 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. Further provision is made that

Radiological Sciences**Procedures for Substantive Matters in Accord with Bylaw 55**

one seat is filled by the Chairman of the Department, as an ex-officio member with vote. The remaining five seats are filled on the basis of faculty members receiving the most votes. The executive Policy Committee elects its Chairman from among the seven 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 Executive Policy Committee is re-elected on an annual basis.

- **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 Professors In Residence, Professors of Clinical Radiology, Associate Professors In Residence and Associate Professors of Clinical Radiology.
- **Voting Procedures**
- All substantive matters will be subject to discussion and a secret ballot of those present at a Tenured Faculty Meeting. A mailed ballot will be prepared including an abstract of the discussion and sent to eligible voting members not present for the discussion. Results of the votes 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 Executive Policy Committee, and a recommendation may be made to the Departmental Faculty for consideration at the regularly scheduled staff meeting. Any three members of the Departmental 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.

DEPARTMENT OF RADIOLOGICAL SCIENCES
PROCEDURES FOR SUBSTANTIVE MATTERS IN ACCORD WITH BYLAW 55

APPOINTMENT:

- **1. Appointment 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 Executive Policy Committee, 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 to the Rank of Professor, Associate Professor and Assistant Professor in the following series: Clinical Compensated and Adjunct.** The appointment will first be considered and recommended by the appropriate Departmental Section. The recommendation will be reviewed by the elected Departmental Executive Policy Committee, 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.** All other academic appointments are reviewed and recommended by the appropriate Departmental Section. The recommendation is considered by the Departmental Executive Policy Committee 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, Clinical Professor Compensated and Adjunct Professor.** The Chairman of the Executive Policy Committee appoints an Ad Hoc Committee, usually composed 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Professorial-level Faculty of the Department (Tenure Faculty).

- **2. Promotion to the Rank of Associate Professor, Associate Professor In Residence, Associate Professor of Clinical Radiology, Associate Clinical Professor Compensated and Associate Adjunct Professor.** The Chairman of the Executive Policy Committee appoints an Ad Hoc Committee, usually composed of two to three faculty members, preferably at the Associate Professor 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty (Tenure Faculty).

- **3. Other Academic Non-Tenure Promotions.** The Chairman of the Executive Policy Committee appoints an Ad Hoc Committee, usually composed 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty (Tenure Faculty).

MERIT INCREASES:

- An Ad Hoc Committee is appointed by the Chairman of the Executive Policy Committee, 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 Executive Policy Committee and a recommendation is made to the Department Chairman.

NON RENEWAL OF APPOINTMENT:

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

APPRAISALS:

- An ad hoc committee is appointed by the Chairman of the Executive Policy Committee for Fourth-Year appraisals. The committee is 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 Executive Policy Committee and a recommendation is made to the Department Chairman. This recommendation is then submitted to the vote of eligible Department Faculty (Tenure Faculty).

ORGANIZATION AND VOTING PROCEDURES:

- **Executive Policy Committee**
- The Department Executive Policy Committee 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 seven members of the Executive Policy Committee. Of these seven members, one seat is 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. Further provision is made that

Procedures for Substantive Matters in Accord with Bylaw 55

one seat is filled by the Chairman of the Department, as an ex-officio member with vote. The remaining five seats are filled on the basis of faculty members receiving the most votes. The executive Policy Committee elects its Chairman from among the seven 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 Executive Policy Committee is re-elected on an annual basis.

- **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 Professors In Residence, Professors of Clinical Radiology, Associate Professors In Residence and Associate Professors of Clinical Radiology.

- **Voting Procedures**

- All substantive matters will be subject to discussion and a secret ballot of those present at a Tenured Faculty Meeting. A mailed ballot will be prepared including an abstract of the discussion and sent to eligible voting members not present for the discussion. Results of the votes 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 Executive Policy Committee, and a recommendation may be made to the Departmental Faculty for consideration at the regularly scheduled staff meeting. Any three members of the Departmental 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.