

April 4, 2003

To: Council on Academic Personnel

From: Gerardo Luzuriaga, Chair, Spanish and Portuguese

Re: Departmental voting procedures

Voting procedures in the Department of Spanish and Portuguese adhere strictly to Senate Bylaw 55. All decisions on personnel matters, including merits, are taken by secret ballot by the eligible faculty as outlined in Appendix 4 of The UCLA Call. Confidential departmental ad hoc review committees, when appropriate, are appointed by the Chair. Voting rights for merits have not been delegated to an elected committee, and we do not have elected personnel committees. The Department of Spanish and Portuguese does not extend voting rights to emeriti.