

## SOM PROCEDURE 1-14: Department Voting Procedures

The full scope of this policy at the Campus level is outlined in APP 1-14. Where relevant, the School of Medicine has outlined policies specific to the school within this document.

### A. References and Tools

- a. Campus Policy – APP 1-14
- b. Senate bylaw 55
- c. Link to AP-53 form
- d. Link to Vote Grid
- e. Link to MCA Vote Grid

### B. Authority and Responsibility

#### Authority

The University of California Academic Senate has established [Bylaw 55](#) which describes

The Vice Provost for Academic Personnel, in consultation with CAP, has authority to approve unit decisions to report non-Senate advisory votes.

The UCI campus office of Academic Personnel is the office of record for unit voting procedures.

The School of Medicine Dean's Office reviews SOM Department annual AP-53 submissions and may request or recommend revisions to the form to ensure that voting procedures are described clearly.

#### Responsibility

The Department is responsible to report... (accurately, annually, update any changes)

The Dean's Office is responsible to report...

### C. Definitions

#### Department Voting Grid Terminology

**For:** the faculty vote is in favor of the proposed action.

**Against:** the faculty vote is not in favor of the proposed action.

**Abstain:** the faculty vote is abstain on the proposed action.

**Did not vote:** the faculty did not vote/was provided a ballot and did not return it.

**Total eligible to vote:** the members of the department eligible to vote excluding administrators serving at other levels of review (refer to the above section, [APP 1-14-D, Multilevel Review Process](#)), near relatives, faculty who recuse themselves because of conflict of interest, the individual under review.

## D. PROCEDURES

### General Campus Voting Policy

[Senate Bylaw 55](#) governs faculty voting rights for Senate faculty. Non-Senate faculty may vote on non-Senate faculty files per established department procedure and may provide an advisory vote on Senate files when approved by the Council on Academic Personnel (CAP).

The method of voting to comply with Bylaw 55 is left to the discretion of the department. It is important that this be done in a consistent way that results in a clear picture of faculty opinion about the proposed action.

### SOM Voting Procedures

The School of Medicine requires each department Chair submit the [UCI-AP-53](#) form to Academic Affairs annually by June 30<sup>th</sup> in order to certify departmental voting procedures.

Unit changes to how votes are reported shall be made for a specified period of not less than one year and up to five years and may be renewed (with a new vote) as needed.

Decisions to permit recording of non-Senate advisory votes will expire on the specified ending date.

Any votes of non-Senate members are considered purely advisory and must be recorded and identified separately from those of Senate members. Votes should be recorded as follows: Senate vote, non-Senate advisory vote.

Units must use the SOM Vote Grid or SOM Vote Grid – MCA to report votes on personnel actions. 

### REPORTING NON-SENATE ADVISORY VOTES

The School of Medicine dean or a department may initiate a proposal to extend voting rights to permit non-Senate faculty to record a non-Senate advisory vote on Senate and/or non-Senate personnel actions. The proposal should address the unit's rationale for reporting a non-Senate advisory vote and shall specify the proposed duration (1-5 years) of the non-Senate advisory voting privileges.

The Senate faculty shall consider the proposal and vote by secret ballot to report non-Senate advisory votes on Senate and/or non-Senate personnel actions. The proposal should report the vote and, in the case of any negative votes, include any relevant discussion.

The proposal shall be forwarded to the dean for review and comment, unless the dean votes at the department level. If so, the proposal should be forwarded directly to the Office of Academic Personnel without further comment from the dean.

#### The dean requires the following from the department to consider the proposal:

- A memo which outlines the proposal and rationale and reports the Senate faculty's vote, written on behalf of the department and signed by the Merits and Promotions committee chair
- A vote grid which accurately and clearly summarizes the Senate faculty vote
- An AP-53 form which clearly describes the department voting procedures.

The dean will review and then forward the proposal, via the Office of Academic Personnel, for review and comment by the Council on Academic Personnel (CAP).

The Vice Provost for Academic Personnel, in consultation with CAP, has authority to approve unit decisions to report non-Senate advisory votes.