

October 4, 2021

Richard Corsi
Dean, College of Engineering

RE: Revised Voting Procedures: Department of Electrical and Computer Engineering, College of Engineering

Dear Dean Corsi,

The Committee on Academic Personnel – Oversight (CAP) has reviewed the revisions to the Department of Electrical and Computer Engineering’s voting procedures, submitted on August 27, 2021. CAP approves the revised voting procedures.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Darby". The signature is written in a cursive, flowing style.

Jeannie Darby
Chair, Committee on Academic Personnel – Oversight

August 27, 2021

LISA TELL, CHAIR

Committee on Academic Personnel

RE: Revised Voting Procedures – Department of Electrical and Computer Engineering

Dear Lisa:

I am forwarding the clarified proposed revisions to the Academic Senate Voting Procedures for the Department of Electrical and Computer Engineering for review and approval by the Committee on Academic Personnel (CAP).

I appreciate your assistance and look forward to receiving your response.

Sincerely,



Philip H. Kass

Vice Provost—Academic Affairs

Professor of Analytic Epidemiology,

Population Health and Reproduction (Veterinary Medicine),
and Public Health Sciences (Medicine)

/opd

Enclosures

c: Interim Dean Gibeling
Associate Dean Panitch
Chair Knoesen
Analyst Revzin



COLLEGE OF ENGINEERING
DEPARTMENT OF ELECTRICAL AND
COMPUTER ENGINEERING
(530) 219-9445
FAX: (530) 752-8428

ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616-5294

August 19, 2021

Associate Dean Alyssa Panich
College of Engineering

Re: REVISED ACADEMIC SENATE VOTING PROCEDURES – ECE DEPARTMENT

I am responding to communication from VPAA Phil Kass of August 19, 2021, in which it is relayed that CAP “requests that Electrical and Computer Engineering clarify their voting procedures for faculty in the LSOE series and submit their updated procedures for CAP’s review and approval “ to the revised ECE voting procedures submitted on March 3, 2021.

An intent of the ECE faculty in the submitted revised voting procedures was to give tenured *and lecturers with security of employment* faculty the same rights to vote on merit, promotion, and appraisal cases. Also, assistant professors *and lecturers with potential of security of employment* have the same rights to vote on merit increases.

Accordingly, the following corrections have been made (changes are highlighted):

- “3. All tenured **and lecturers with security of employment** faculty are eligible to vote in all merit, promotion, and appraisal cases.
4. Assistant professors **and lecturers with potential of security of employment** are eligible to vote on merit increases for Assistant Professors **and lecturers with potential of security of employment.**”

Attached find the revised procedures. I am submitting the document with a request for final approval by CAP such that the new procedures go into effect October 1st, 2021.

Yours very truly,

André Knoesen

André Knoesen
Professor and Chair

In concurrence:

A blue ink signature, likely belonging to the Associate Dean, Academic Personnel.

Associate Dean, Academic Personnel
College of Engineering

UNIVERSITY OF CALIFORNIA, DAVIS
ELECTRICAL AND COMPUTER ENGINEERING DEPARTMENT

VOTING POLICY FOR PROMOTION, MERIT INCREASE, APPRAISAL,
AND
NEW APPOINTMENT CASES OF ACADEMIC SENATE MEMBERS

1. Faculty members are not allowed to vote on their own cases and on the cases of near relatives. Only faculty members who are members of the Academic Senate and who are not Emeriti are eligible to vote. In the eligibility statements below, these exclusions hold.
2. In cases of new faculty appointments, all members of the Academic Senate are eligible to vote.
3. All tenured and lecturers with security of employment faculty are eligible to vote in all merit, promotion, and appraisal cases.
4. Assistant professors and lecturers with potential of security of employment are eligible to vote on merit increases for Assistant Professors and lecturers with potential of security of employment.
5. All Academic Senate members may examine all personnel action dossiers, attend the faculty discussions, and submit comments normally included in the letter from the Department Chair (Chair). (See the attached statement "Preparation of Academic Personnel Packages" which provides details about Departmental Policies concerning the preparation of packages.)
6. All candidate dossiers will be distributed electronically for review by Academic Senate members. A special faculty meeting to discuss any case for which 20% of the voting faculty make such a request at least one business day before the end of the voting period will occur and the voting period will be reset to restart after the meeting.
7. The departmental voting will be conducted in accordance with [Academic Senate Bylaw 55](#) and in the form of a secret ballot, as provisioned by ASB 55 B.7. The voting must be conducted in such a way that the names of the voters participating in the ballot are not accessible by the Chair, other administrators, and/or faculty except to verify that only eligible voters participate and that each eligible voter casts not more than one ballot. The Chair, other administrators, and/or faculty will not have access to identify the votes and the comments of individual voters. The ECE voting period will be at least 3 full business days for each case and can be extended at the discretion of the Chair.
8. At the first faculty meeting of each academic year, the Chair will announce the names of the faculty whose promotions or merit increases have been approved.
9. For all cases not covered by the above points, the minimum level of consultation required by the Davis Division of the Academic Senate will be used. This minimum requirement is that the faculty at or above the proposed rank or step shall have the right to vote.