

**Skaggs School of Pharmacy and Pharmaceutical Sciences
Voting Procedures for Academic Personnel Actions**

**Voting on Academic Senate Faculty
(Ladder Rank, In Residence and Clinical X Series*)**

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment to any rank (To campus Academic Personnel Office, APO)	Obtain vote of associate and full professor members of the Academic Senate (Academic Senate Bylaw 55)
Accelerated merit advancement in any rank (To campus APO)	Obtain vote of Academic Senate members of higher rank (PPM 230-28 recommends a vote on accelerated merit advancements)
Advancement to associate professor IV and V (To campus APO)	Obtain vote of Academic Senate full professors
Advancement to professor step VI and to professor above scale (To campus APO)	Obtain vote of Academic Senate full professors (PPM 230-28 recommends a vote on these actions)
Promotion of assistant to associate professor (To campus APO)	Obtain vote of associate and full professor members of the Academic Senate (Academic Senate Bylaw 55)
Promotion of associate to full professor (To campus APO)	Obtain vote of full professor members of the Academic Senate (Academic Senate Bylaw 55)
Assistant professor fourth-year appraisal; assistant professor "readiness" assessment" in last merit review before promotion (To campus APO)	Obtain vote of associate and full professor members of Academic Senate (per UCSD PPM 230-28)
Non-reappointment/termination of assistant professor (To campus APO)	Obtain vote of associate and full professor members of Academic Senate (per Academic Senate Bylaw 55)
Normal merit advancement in any rank	No vote required
Merit no-change advancement	No vote required

Note: *Ad Hoc* committees may be utilized as needed.

*SSPPSCAP will review and comment on all Clinical X series actions except normal merits.

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**Voting on Non-Academic Senate Faculty
(HS Clinical* and Adjuncts)
No Vote Required by UCSD APM/PPM for HS Clinical
(NO CAMPUS APO REQUIRED for HS Clinical)**

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment to any rank	Obtain vote of all Senate and non-Senate associate and full professors
Accelerated merit advancement in any rank	Obtain vote of all Senate and non-Senate faculty members of higher rank
Advancement to associate professor IV and V	Obtain vote of all Senate and non-Senate full professors
Advancement to professor step VI and professor above scale	Obtain vote of all Senate and non-Senate full professors
Promotion of assistant to associate professor	Obtain vote of all Senate and non-Senate associate and full professors
Promotion of associate to full professor	Obtain vote of all Senate and non-Senate full professors
Assistant professor fourth-year appraisal; assistant professor "readiness assessment" in last merit review before promotion	Obtain vote of all Senate and non-Senate associate and full professors
Non-reappointment/termination of of assistant professors	Obtain vote of all Senate and non-Senate associate and full professors
Normal merit advancement in any rank	No vote required
Merit no-change advancement	No vote required

Ad Hoc committees may be utilized as needed.

*SSPPSCAP will review and vote on all HS Clinical series actions except normal merits.

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Adjunct Non-Salaried Faculty (All Series and All Ranks*)

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
New appointment	Obtain vote of all Senate and non-Senate associate and full professors
Reappointment	Obtain vote of all Senate and non-Senate associate and full professors only when the file goes to campus CAP, which is every six years
Promotion	Obtain vote of all Senate and non-Senate associate and full professors

* Adjunct non-salaried faculty files go to campus APO for new appointment, for promotions, and at six year reappointment cycle. If the non-salaried appointment is a secondary appointment for a faculty member who has a salaried primary appointment in another department, the file does not need to go to campus APO.

**Voting on Non-Academic Senate Faculty
(Research Scientist Series*)**

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment to any rank	Obtain vote of all Senate and non-Senate associate and full professors
Accelerated merit advancement in any rank	Obtain vote of all Senate and non-Senate faculty of higher rank.
Advancement to associate rank IV and V	Obtain vote of all Senate and non-Senate full professors
Advancement to full rank step VI and above scale	Obtain vote of all Senate and non-Senate full professors
Promotion of assistant to associate rank	Obtain vote of all Senate and non-Senate associate and full professors
Promotion of associate to full rank	Obtain vote of all Senate and non-Senate full professors
Assistant rank fourth year appraisal; assistant professor "readiness assessment" in last merit review before promotion	Obtain vote of all Senate and non-Senate associate and full professors
Non-reappointment/termination of assistant rank	Obtain vote of all Senate and non-Senate associate and full professors
Normal merit advancement in any rank	No vote required
Merit no-change advancement	No vote required

Note: *Research Scientists are reviewed by Committee on Academic Personnel (CAP). Although UC policy does not require it, since all other files going to campus CAP have a vote recorded, it is recommended that we vote on Research Scientist files for appointment and career actions.

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**Voting on Non-Academic Senate Faculty
(Project Scientist Series*)**

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
Appointment, merit advancement, and promotions	No vote required

Note: UC policy does not require any voting on academic actions for the Project Scientist series.

*Project Scientists are reviewed by Project Scientist and Specialist Review Panel (PSSRP).

**Voting on Non-Salaried Health Sciences Clinical and Voluntary Clinical Faculty
No Vote Required by UCSD APM/PPM
(NO CAMPUS APO REQUIRED)**

<u>Type of Action</u>	<u>Eligible to Vote (Comment)</u>
New appointment (Pharm.D. and Ph.D.)	No vote required ; however SSPPS committee on these appointments will review and comment
Reappointment (Pharm.D. and Ph.D.)	No vote required ; however SSPPS committee on these appointments will review and comment
Promotion (Pharm.D. and Ph.D.)	No vote required ; however SSPPS committee on these appointments will review and comment

Note: For *both* the non-salaried Health Sciences Clinical faculty and the voluntary Clinical faculty, reappointment files are prepared and reviewed at regular intervals. Non-salaried Health Sciences Clinical faculty appointments are used for UC salaried appointees (e.g., another campus such as UCSF or UCSD Medical Center) while voluntary Clinical faculty appointments are used for community appointees.

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Method of Voting

1. All files to be considered for academic advancement (as specified above) will be available for review electronically prior to the faculty meeting at which they will be considered. Both Senate and non-Senate faculty will review the files appropriate to their academic rank (see above). The file will include the draft dean's letter, incorporating the SSPPSCAP information.
2. The file may include both confidential and non-confidential material. The composition of any ad hoc committees will be kept confidential.
3. Open discussion of files may occur during faculty meetings. No voting will occur at the meeting. *Discussion by both Senate and non-Senate faculty will occur on files appropriate to their academic rank (see above).* Subsequent to the meeting the draft dean's letter will be revised as needed based upon the faculty meeting discussion.
4. Formal voting will subsequently occur by electronic means using a secure and confidential system. Senate and non-Senate faculty will vote on files for which they are eligible to vote (see above).