

Departmental Voting Procedures

Department: Scripps Institution of Oceanography

1. Designation of Voting Rights for Actions which Senate members have the right to vote.

Bylaw 55, paragraphs 1 to 5 of Article B, details those actions on which designated Senate members have a right to vote. Those Senate members that are guaranteed the right to vote under Bylaw 55 (referred to as “eligible voting members”) are already checked in the table below. If the eligible voting members for an action have extended the right to vote to other ranks or Senate series (this requires a two-thirds majority vote by eligible voting members), please check those additional voting members below.

Key:

X = Complies with bylaw 55 or the SIO Dept. Faculty Voting Rights (approved/reviewed by AS 2004)

O = SIO Dept. Voting procedures approved on 10/13/2020

All tenured faculty in a department have the right to vote on all new departmental appointments that confer membership in the Academic Senate. Prior to such a vote, all the non-emeritae/i departmental members of the Academic Senate must be afforded an opportunity to make their opinions known to the voters. (Am 4 May 95) (Bylaw 55. Article B.)

For voting purposes, all cases that involve the removal of the Acting modifier from the title of a member of the Academic Senate shall be treated as promotions to the rank in question. (Bylaw 55. Article B. #4)

| ELECTORATE | | | | | | | | | | |
|--|--|---------------|------|--|--------------------------------------|---|------------------------|-------------------------|----------------|---------------------------------------|
| | Asst Prof | Assoc Prof | Prof | Asst. Teaching Prof (LPSOE, SrLPSOE) | Assoc. Teaching Prof (LSOE) | Teaching Professor (Senior LSOE) | Asst Prof In Res | Assoc Prof In Res | Prof In Res | Acting Assoc. Prof/ Acting Prof |
| A C T I O N | Appointment of | | | | | | | | | |
| | Assistant Professor (LRF, Prof In Residence, and Clinical X) | X | X | X | O | O | O | O | O | O |
| | Associate Professor (LRF, Prof in Residence, and Clinical X) | X | X | X | O | O | O | O | O | O |
| | Professor (LRF, Prof In Residence, and Clinical X) | X | X | X | O | O | O | O | O | O |
| | Asst. Teaching Prof. (Lecturer PSOE) | X | X | X | O | X | X | O | O | O |

| | | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|---|
| Assoc. Teaching Prof. (Lecturer SOE) | X | X | X | O | O | O | O | O | O | O |
| Teaching Professor (Sr. Lecturer SOE) | X | X | X | O | X | X | O | O | O | O |
| Promotion to | | | | | | | | | | |
| Associate Professor (LRF, Prof in Residence, and Clinical X) | | X | X | | O | O | | O | O | |
| Professor (LRF, Prof In Residence, and Clinical X) | | | X | | | O | | | O | |
| Assoc. Teaching Prof (Lecturer SOE) | | X | X | | X | X | | O | O | |
| Teaching Prof. (Sr. Lecturer SOE) | | | X | | | X | | | O | |
| Non-reappointment or Terminal Appointment | | | | | | | | | | |
| Assistant Professor | | X | X | | O | O | | O | O | |
| Lecturer (PSOE) | | X | X | | X | X | | O | O | |
| Sr. Lecturer (PSOE) | | X | X | | O | X | | O | O | |

2. Department Voting Procedures on Cases of Advancement within Rank for Senate members.

Department voting procedures for cases of advancement within any rank must be in compliance with Bylaw 55, Article B. For any case of advancement within any rank that confer membership in the Academic Senate, those persons entitled to vote on promotion or nonreappointment to the rank in question are eligible to vote on these actions (Article B, paragraph 6). Eligible voters may elect, by two-thirds majority vote, to delegate the authority of such actions (e.g. to an ad hoc committee or department chair), or to extend voting privileges in certain actions to individuals who do not have the right to vote under Article B.

X = Current voting practices

| ELECTORATE | | | |
|--|--|-----------|---|
| A C T I O N | Dept Vote Required? | | If yes, please indicate the ranks and series of faculty eligible to vote. |
| | Yes | No | |
| | Assistant Professor (LRF, In Residence, and Clinical X) | | |
| | | X | |
| | | X | |
| | X | | Assoc/Full Prof (LRF & PIR), Assoc. Teaching Prof (LSOE), Teaching Prof (Sr. LSOE), |
| Associate Professor (LRF, In Residence, and Clinical X) | | | |
| | | X | |
| | | X | |
| Professor (LRF, In Residence, and Clinical X) | | | |
| | | X | |
| | | X | |
| | | X | |
| | | X | |
| | | X | |
| Asst. Teaching Prof. (Lecturer PSOE) | | | |
| | | X | |
| | | X | |
| | X | | Assoc/Full Prof (LRF & PIR), Assoc. Teaching Prof (LSOE), Teaching Prof (Sr. LSOE) |
| Assoc. Teaching Prof (Lecturer SOE) | | | |
| | | X | |
| | | X | |

| Teaching Prof (Sr. Lecturer SOE) | | | | |
|--|--|--|---|--|
| Accelerated Merit | | | X | |
| Normal Merit | | | X | |
| * Career Review to/through Step VI | | | X | |
| * Career Review to/through Above Scale | | | X | |
| Further Above Scale Merit | | | X | |

Additional Comments (optional):

*Per 2004 SIO Department Voting Policy:

- The SIO Graduate Department voting policy on merit increases...does apply to all merit increase actions, including advancement to Professor, Step VI; and to Professor, Above Scale.*

Per campus guidance, Career Equity Reviews require two votes: *Votes should be for two parallel actions, for a regular action and one for a CER.*

2a. Determination of Department Recommendation when a department vote is not required.

If eligible voting members in your department have delegated authority for specific actions for advancement within rank, please indicate how your department determines the department recommendation (only those actions that do not require a vote should be filled out):

| Action | Ad Hoc Committee | Solely by Department Chair | Consultation with individual faculty by Department Chair | Other (please specify): |
|-----------------------------------|------------------|----------------------------|--|-------------------------|
| Assistant Professor | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Crossover Merit (Step V, Step VI) | | X | | |
| Appraisal | | X | | |
| Associate Professor | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Crossover Merit (Step IV, Step V) | | X | | |

| | | | | |
|--|--|---|--|--|
| Professor | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Career Review to/through Step VI | | X | | |
| Career Review to/through Above Scale | | X | | |
| Further Above Scale Merit | | X | | |
| Asst. Teaching Prof (Lecturer PSOE and Senior Lecturer, PSOE) | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Appraisal | | X | | |
| Sr. Lecturer (PSOE) | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Appraisal | | X | | |
| Assoc. Teaching Prof (Lecturer SOE) | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Sr. Lecturer (SOE) | | | | |
| Accelerated Merit | | X | | |
| Normal Merit | | X | | |
| Career Review to/through Step VI | | X | | |
| Career Review to/through Above Scale | | X | | |
| Further Above Scale Merit | | X | | |

Additional Comments (optional):

Per the 2004 SIO Department Voting Policy:

- *Voting on merit advancements is delegated to the Chair, in consultation with a three- person ad hoc committee appointed by the Chair in consultation with the appropriate Division/Laboratory Director. The ad hoc committee report shall accompany the Chair's letter.*

3. Emeritae/i Faculty

Has the right to vote on personnel decisions been extended to Emeritae/i members of the Academic Senate faculty by a two-thirds majority vote of the eligible faculty (i.e. those faculty entitled to vote on the proposed action)?

- No. Last confirmed Nov. 2018

4. Voting Procedures for Non-Senate Members Reviewed by the Academic Senate Committee on Academic Personnel

Voting procedures for series reviewed by the Committee on Academic Personnel (CAP) but do not confer membership in the Academic Senate, are not subject to Bylaw 55. These series are the Adjunct Professor series, the Professional Research (Research Scientist) series, and the Lecturer (Unit 18) series. Departments may establish voting procedures for these series, which are not subject to approval by CAP. Your responses to these questions are optional and for informational purposes only.

If your department appoints individuals in any of these series and has established voting procedures, please answer “yes” or “no” for whether the department votes and mark the eligible voting members for each action in each series. Please mark “not applicable” if your department does not have any appointees in that series.

4a. **Adjunct Professor Series.** Does your department vote on any actions in this series?

- Yes

If yes, please mark who the department has designated as eligible voting members for each of the following actions for the Adjunct Professor series:

Blank = No Vote Required

| ACTION | Assistant Professor (LRF) | Associate Professor (LRF) | Professor (LRF) | Asst. Teaching Prof (LPSOE, Sr. LPSOE) | Assoc. Teaching Prof (LSOE) | Teaching Prof (Sr. LSOE) | Assistant Prof In Res | Associate Prof In Res | Prof in Res |
|------------------------------------|----------------------------------|----------------------------------|------------------------|---|------------------------------------|---------------------------------|------------------------------|------------------------------|--------------------|
| Assistant Adjunct Professor | | | | | | | | | |
| Appointment | X | X | X | O | O | O | O | O | O |
| Promotion to Associate | | X | X | | O | O | | O | O |
| Non-Reappointment | | | | | | | | | |
| Accelerated Merit | | | | | | | | | |
| Normal Merit | | | | | | | | | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Reappointment (non-salaried appointees) | | | | | | | | | |
| Appraisal | | X | X | | O | O | | O | O |
| Associate Adjunct Professor | | | | | | | | | |
| Appointment | X | X | X | O | O | O | O | O | O |
| Promotion to Full | | | X | | | O | | | O |
| Non-Reappointment | | | | | | | | | |
| Accelerated Merit | | | | | | | | | |
| Normal Merit | | | | | | | | | |
| Reappointment (non-salaried appointees) | | | | | | | | | |
| Adjunct Professor | | | | | | | | | |
| Appointment | X | X | X | O | O | O | O | O | O |
| Non-reappointment | | | | | | | | | |
| Accelerated Merit | | | | | | | | | |
| Normal Merit | | | | | | | | | |
| Career Review to/through Step VI | | | | | | | | | |
| Career Review to/through Above Scale | | | | | | | | | |
| Further Above Scale Merit | | | | | | | | | |
| Reappointment (non-salaried appointees) | | | | | | | | | |

If no, please provide a general explanation for how the department recommendation is determined for actions in the Adjunct Professor series:

- This is determined by the dept. chair

4b. **Professional Research (Research Scientist) Series.** Does your department vote on any actions in this series?

- No, SIO Department does not vote on the Research Scientist Series. Research Scientists are appointed and reviewed in the research divisions of SIO.

4c. Lecturer (Unit 18) Series. Does your department vote on any actions in this series?

- No

If yes, please mark who the department has designated as eligible voting members for each of the following actions for the Lecturer (Unit 18) series:

| Action | Assistant Professor | Associate Professor | Professor | Lecturer (PSOE) | Lecturer (SOE) | Senior Lecturer (PSOE) | Senior Lecturer (SOE) | Other (please specify which series and ranks) |
|--|---------------------|---------------------|-----------|-----------------|----------------|------------------------|-----------------------|---|
| Lecturer - Unit 18 (Continuing) | | | | | | | | |
| Appointment | | | | | | | | |
| Accelerated Merit | | | | | | | | |
| Normal Merit | | | | | | | | |

If no, please provide a general explanation for how the department recommendation is determined for actions in the Lecturer (Unit 18) series:

Recommendations are determined by the Department Chair in consultation with the Program Directors.

Additional Comments (optional):

5. Department Approval of Voting Procedures

The tenured department faculty approved the department voting procedures described in Sections 1 and 2 of this questionnaire by a two-thirds majority vote on: **October 13, 2020**

If the department voting procedures outlined in Sections 1 and 2 of this form are being submitted by an individual other than the Department Chair, please certify the following:

By checking this box, I certify that my responses were reviewed and approved by the Department Chair prior to submission to the Academic Senate. (check box that has to be checked before survey can be submitted or the dept chair box below; Diane would like a confirmation e-mail to go to the Chair and staff person but no action has to be required) '



Peter Franks
Distinguished Professor and Chair
SIO Department