

GLOSSARY OF TERMS

“Academic Senate members” include all faculty in the regular professor series (i.e., Assistant, Associate, Full, and Distinguished) and in the “teaching professor” series (i.e., LPSOE/LSOE/SLSOE)

“Tenured faculty” include Associate and Full professors, LSOE, and SLSOE

“Non-tenured faculty” include Assistant professors and LPSOE

GENERAL POLICY

Non-tenured faculty are invited to review personnel files and participate fully in discussions, but will not cast votes, except in the case of proposed appointments to permanent faculty and full-time temporary positions.

Emeritus faculty will not participate or vote on any personnel actions (per UC policy).

Faculty who are on leave are invited to participate fully in personnel actions. When full participation is not possible, it is preferred that one abstain from voting.

All files discussed at faculty meetings will be made available in the human resources office for independent review. Faculty will sign in on a log sheet as they review the file.

I. APPOINTMENT

To permanent faculty positions:

All Academic Senate members will vote on candidates recommended for permanent faculty positions that confer membership in the Academic Senate.

To temporary, full-time positions:

All Academic Senate members will vote on candidates recommended to full-time temporary positions.

To temporary, part-time faculty positions:

The Department Chair will use executive discretion (seeking faculty advice as needed) in making part-time appointments to fulfill the teaching plan adopted for the year. There will be no vote.

II. ADVANCEMENT

Temporary or part-time faculty:

The Chair will use executive discretion (seeking faculty advice as needed) in the reappointment of temporary or part-time appointees, according to the needs of the teaching program. There will be no vote. Faculty are responsible for advising the Chair on the performance of temporary appointees.

Assistant Professors/LPSOE:

The Chair will recommend reappointments (after year two) of non-tenured faculty based on the general advice of the faculty and his/her review of the file. There will be no vote. In the case of fourth-year appraisals, files will be discussed at a faculty meeting and voted upon by all tenured faculty. If the potential arises at any time for non-reappointment or terminal appointment, all academic senate members will be consulted, review the appraisal file, and vote.

Promotion:

To Associate Professor/LSOE:

All tenured faculty will vote on the files of faculty being considered for advancement to tenure/security of employment. Files will be discussed at a faculty meeting.

To Full Professor/SLSOE:

All tenured faculty will vote on the files of faculty being considered for promotion to the rank of Full Professor/SLSOE. Files will be discussed at a faculty meeting.

Barrier Reviews:

All tenured faculty will vote on the files of faculty being considered for barrier review, including prospective advancement from Professor V to VI, Professor IX to Above Scale (Distinguished Professor), and SLSOE to SLSOE above scale. Files will be discussed at a faculty meeting.

Merit Increases:

The Chair will exercise executive discretion, based on the file assembled and general advice from the faculty or an ad hoc committee, in recommending merit increases. There will be no vote.