

**Department of Civil & Environmental Engineering**

**Voting Procedures – 9/22/99**

**Approved by CAP – 10/13/99**

**Addition to existing voting procedures to include Unit 18 continuing appointments – 10/4/04**

**1. Merits, Promotions, Appraisals:**

All tenured professors vote. Non tenured professors vote on assistant professor personnel actions, except cases for promotions to tenure. All professors of lower rank (independent of step within a rank) cast advisory votes on actions involving higher rank. Emeritae /i may participate in the personnel actions and cast advisory votes.

**2a. Appointments to New Faculty Positions at Any Level, to Joint Professor Positions at Any Level, and to Visiting Lecturer and Professional Research Positions:**

All Academic Senate Faculty vote.

**2b. Appointments to Continuing Lecturer Positions:**

All Academic Senate Faculty vote.

**3. Deferrals/Five Year Reviews:**

See #1 above for five years reviews.

**4. Interdepartmental Transfers and Phased Retirements:**

All Academic Senate faculty vote. (Our department does not have any professors within the class “phased retirements” at this time and the University no longer has faculty in this category.)

**5. Voting Privileges of Permanent Faculty:**

All Academic Senate faculty members have voting privileges on departmental issues except personnel matters covered in Item #1.

**6. Voting Privileges of Emeritae/i Faculty:**

All emeriti have voting privilege on departmental issues except personnel matters covered in Item #1.

**7. Voting Privileges of Phased Retirement Senate Faculty:**

All Academic Senate faculty on phased retirement have full voting rights on personnel and all other departmental concerns. (Our department does not have any professors within the class “phased retirements” at this time and the University no longer has faculty in this category.)

**8. Voting Privileges of Lectures, SOE/SR. Lecturers, SOE:**

Our department has never had any appointments in these classes. No additional voting privileges besides those described in Senate Bylaw 55 have been extended to these classes of appointments.