Department Name Date Filed with Academic Personnel

1. The departmental letter will be reviewed by:

 [ ]  All members of the department eligible to vote on the action.

[ ]  A committee acting on behalf of the department. If this item is checked, indicate below how the committee is selected.

2. In this department, voting rights are as follows:

[ ]  The unit follows the policy set out in UC Academic Senate Bylaw 55 exactly. The vote is not extended beyond the minimum voting membership specified there (i.e., regular rank faculty of equivalent rank to proposed action) <https://senate.universityofcalifornia.edu/bylaws-regulations/bylaws/blpart1.html#bl55>.

**OR Voting rights are being expanded beyond the minimum UC Academic Senate Bylaw 55:**

 Do all Non-Emeritae/i academic senate members vote on all cases?

[ ]  YES

[ ]  NO

 Do all Non-Emeritae/i Professor of Teaching series faculty have identical voting rights as Professor series faculty?

[ ]  YES

[ ]  NO

 Do Emeritae/i academic senate members have voting rights on all cases?

[ ]  YES

[ ]  NO

Do Emeritae/i Professor of Teaching series faculty have identical voting rights as Professor series faculty?

[ ]  YES

[ ]  NO

Describe the voting rights for joint without salary faculty.

If the above questions do not fully describe voting procedures, please describe how the unit extends the vote beyond the Bylaw 55 minimum specifications as described below. (Indicate who may vote and, if necessary, on what action(s).)

3. [ ]  All voting members of the department are aware of the following principles pertaining to conflict of interest:

* As set out in APM [520-16](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-520.pdf), it is against University policy for a faculty member to participate in the personnel review of a near relative or domestic partner.
* A 2003 ruling from the Senate Committee on Rules and Jurisdictions states that it is never permissible for a faculty member to vote on his or her own personnel case.

4. If this unit does not have a formally appointed department chair, indicate below who will be responsible for the duties of department chair as specified in APM [210](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-210.pdf) and [220](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-220.pdf).

 Chair Signature