

BY-LAWS  
OF THE FACULTY  
OF THE  
SCHOOL OF PUBLIC HEALTH

Version: November 2021



## **Faculty of the UC Berkeley School of Public Health By-Laws**

### **PART I – FUNCTIONS**

The Faculty of the UC Berkeley School of Public Health (SPH) participates in the administration of the department through the duties, powers and privileges of the Academic Senate per [Standing Order 105.2](#) of the Regents of the University of California, [Legislative Ruling \(LR\) 4.84](#), and Berkeley Division [By-Law 60](#). Those duties, powers and privileges include authority and supervision over courses and curriculum; determination of conditions for admission, certificates and degrees; instructional performance of non-Senate faculty; and academic (research, teaching, and service) performance of Senate Faculty. As an agency and committee of the Berkeley Division of the Academic Senate, the SPH advises on matters pertaining to the administration of SPH that are relevant to its mission and the mission of the University. Accordingly, the SPH Senate Faculty make decisions on matters falling under the authority of the Academic Senate and advises the SPH Dean on other relevant matters related to academic planning and resource allocation. The academic governance of graduate programs of the UC Berkeley School of Public Health is conducted by the Senate Faculty of the School but are subject to the policies and rules of the Graduate Council of the Berkeley Division as described in Senate [By-Law 330](#). Administration of undergraduate public health degrees is also governed by SPH Senate Faculty but are subject to the policies and rules of the [College of Letters and Sciences](#). The Senate Faculty is responsible to the Assembly of the Academic Senate, and conducts its business in a manner consistent with the By-laws of the [Berkeley Division of the Academic Senate](#).

### **PART II – MEMBERSHIP**

For the purposes of the shared governance and administration of the School, members of the SPH Faculty include all Academic Senate Faculty per Berkeley Division Senate [By-Law 64](#). However, both Senate Faculty and non-Senate faculty constitute the membership of the SPH faculty, overall. Voting practices are subject to the restrictions outlined below (Part VII.B). The Dean of the SPH, Executive Vice Chancellor and Provost, Chancellor at UC Berkeley, Chancellor at UC San Francisco, and the President of the University of California are all ex-officio (non-voting) members of the SPH Faculty.

### **PART III – AMENDMENTS TO BY-LAWS**

Consistent with the Berkeley Academic Senate [By-Law 160](#), enactment, amendment, or repeal of departmental by-laws requires a two-thirds vote of the Senate Faculty among those present in a given departmental meeting and/or those voting by electronic ballot. Written notice of amendment must be sent to each member of the Faculty at least 10 instruction days prior to the meeting at which the amendment is to be moved. No amendment can be made that is inconsistent with legislation adopted by the campus or system-wide Academic Senate. All other business requiring a vote must pass by a majority of the votes cast. Abstentions are not used in the calculation of the two-thirds vote required for approval/amendment/repeal of by-laws (i.e., not in numerator or denominator).

### **PART IV – OFFICERS**

- **Faculty Chair:** The Chairperson serves for a term of one year beginning July 1<sup>st</sup> and ending on June 30<sup>th</sup>. The Vice Chair automatically assumes the Chair following their term as Vice Chair.
- **Faculty Vice Chair:** The Faculty Council annually elects a Vice Chairperson at the end of the spring semester from its current membership for the term of one academic year beginning July 1<sup>st</sup> and ending on June 30<sup>th</sup>. The Vice Chair automatically assumes the Chair at the completion of the term.

- **Faculty Officers:** At-large members will be elected by means of a confidential ballot. Each spring, divisions with a seat approaching its term limit will be asked to provide a slate of nominees (See Part IV.B below). Elections will occur every spring semester. In the event that an elected officer or other member of the Faculty Council is unable to serve, a special election to fill the vacancy will be held within 30 days of notification of such event. Terms will be for two years, with three to four members being replaced during alternating years to maintain the institutional memory on the FAC and continuity between years (see below).

## PART V – FACULTY COUNCIL

### A. Charge

The Faculty Council (FAC) is the executive body of the SPH Faculty. The FAC considers matters of general concern to the SPH faculty (Senate and non-Senate faculty) and makes decisions with respect to matters delegated to it by the Faculty pursuant to these By-Laws and per Standing Order 105.2 of the Regents of the University of California and Berkeley Division By-Law 60. With the exception of personnel matters, FAC will opine and make final decisions by simple majority vote after consultation with the Senate and non-Senate SPH faculty in divisional meetings, and pursuant to an advisory vote, where appropriate. The FAC receives reports from the Standing Committees of the Faculty (see below) and either recommends action to the SPH Dean or takes final action by simple majority vote, as stipulated in these By-laws.

FAC has discretion to send some (but not all) non-personnel matters to the full Faculty for a vote (either advisory or final vote). Additionally, upon request by at least 10 of the eligible voting members of the Senate Faculty, a request may be made to FAC that a given administrative matter be brought to the full Senate Faculty body for a final vote in lieu of a final vote by just the FAC. Procedurally, FAC will inform the broader SPH faculty of upcoming votes at least 5 days prior to the vote at FAC, to allow time for this request to be made. If such request is made, the matter shall come before the SPH Faculty at the next regularly scheduled departmental faculty meeting.

### B. Voting and non-Voting Members

The following are voting members of the Faculty Council: six at-large members elected by the Senate Faculty, one representing each SPH Division (with the Chair and Vice Chair being included among these six voting members). All voting members must be senate faculty. Representatives of the Joint Medical Program (JMP), Teaching Research Advisory Committee (TRAC), Staff Advisory Committee (SAC), as well as three students (representing the masters, doctoral and undergraduate programs) are non-voting members of the FAC ([LR 12.75 and 5.67](#)). Graduate student representatives are appointed to the FAC by the SPH Student Government officers. The undergraduate student representative is selected by the Undergraduate Student Affairs Officer. All elected/appointed non-voting members may provide an advisory vote. At-large members are elected to two-year terms. Student and TRAC representatives are elected to one-year terms. Ex-officio non-voting members include the: Dean of the SPH, Executive Associate Dean of the SPH, Associate Dean for Research, Assistant Dean of Student Services, Chief of Diversity, Equity, Inclusion & Belonging (or Equity Advisor), Head Mentor, Chair of the Academic Personnel Committee (APC), Chair of the Educational Policy and Curriculum Committee (EPCC), and Chair of the Undergraduate Management Committee (UGMC). The Chair of the Faculty may extend invitations for specified FAC discussions to the following representatives: Alumni Board, Policy Advisory Council, persons from the community, public health professionals, Chairpersons of other standing or Ad Hoc committees, Chief Financial Officer, and Chief of Staff. These representatives may be invited to participate in selected discussions at the Chair's discretion but do not have voting rights.

### C. Elections

The Faculty Council functions as an elections committee. At least 7 days prior to elections, a ballot will be distributed to the Senate Faculty stating each nominee's divisional affiliation. The slate should include at least one nominee from each division which does not have a returning elected member. Each eligible Senate faculty member may vote for one nominee in each division whose representative is being elected. Voting will take place via a secure web-based voting system administered by the administrative assistant to the FAC.

### D. Meetings

Meetings of the FAC occur monthly during the academic year (August - May). Sixty percent (5) of the voting members of the FAC are required for a quorum (i.e., number of members required to conduct the business of the group and for voting). A special meeting of the FAC may be called at any time by the Faculty Chair. A special meeting may also be called by the Faculty Vice Chair, on behalf of the Chair, upon the written petition of one-third of the voting members. The call to a special meeting must be sent to all FAC members at least five days of instruction prior to the meeting.

**Note:** Appointments to Standing and Ad Hoc Committees of the Faculty are made by the Chair of the Faculty following consultation with the Dean.

## **PART VI – DEPARTMENTAL FACULTY MEETINGS**

The business of the SPH is conducted during departmental meetings. Meetings of the Faculty shall be held at least once per month during the academic year (August - May). Unless noted otherwise, meetings are for Senate and non-Senate faculty, and Emeritae/i faculty (see Appendix I & II) per Legislative Ruling 12.75 and 5.67, Senate [By-Law 35.C.2](#). A special meeting of the faculty may be called at any time by the Faculty Chair or the Vice Chair when the Faculty Chair is absent. A special meeting will be called by the Faculty Chair or Vice Chair upon the written petition of one-third of voting members (Senate Faculty). The call to a special meeting must be sent to all faculty members at least five days of instruction prior to the meeting.

1. Quorum: The presence of sixty percent of the voting (Senate) members constitutes a quorum.
2. Order of Business: The order of business at meetings of the Faculty is:
  - Adoption of Minutes from the meeting one month prior
  - Order of Agenda
  - Chair Updates
  - Current Business
  - New and/or Upcoming Business

The regular order of business at meetings of the faculty may be suspended at any meeting by a two-thirds majority of voting members present. At least one meeting per semester should include a report of the Dean and Associate Deans and reports of standing committees. Minutes of previous meeting and all other background materials should be circulated at least 3 instructional days prior to the meeting. This may include written reports of standing committees and, when required, of special and ad hoc committees as well as announcements from the Dean and Associate Deans, and Division Heads.

## PART VII – VOTING PRIVILEGES AND PROCEDURES

### A. Voting Privileges Regarding Non-Personnel Business

In accordance with Academic Senate By-Laws, non emeritae/i Academic Senate members have the privilege of notice of meeting, access to materials, the floor, speaking at meetings and voting regarding substantial non-personnel related matters. (LR, 5.67, 7.06, & 12.75; Senate By-Law 35.C.2, 55 & 60).

SPH non-Senate faculty have the right to notice of meeting and access to materials, privilege of the floor, participating in discussions and may provide an advisory vote on departmental questions. (LR, 5.67, 7.06, & 12.75; Senate By-Law 35.C.2, 55 & 60)

Emeritae/i faculty who held Academic Senate level positions prior to retirement retain membership in the Academic Senate, and therefore retain the privilege of notice of meeting, access to materials, and privilege of the floor and speaking at meetings regarding substantial non-personnel related questions. However, emeritae/i in active recall appointments regain voting privileges on non-personnel actions during their period of service. A Professor of the Graduate School (PGS) will be deemed to have been recalled to active service for purposes of determining departmental voting rights (<https://ofew.berkeley.edu/welfare/retirement/professor-graduate-school>) (Senate By-Law 55.D).

### B. Voting Procedures Regarding Non-Personnel Business

Discussion and voting of departmental questions will be incorporated into a regular faculty meeting. Any proposals requiring a vote must be submitted to the Faculty Chair and Dean at least five instructional days prior to the vote. The Dean will retain the right to approve the agenda for faculty meetings and may request a delay in discussion and vote should other motions or actions take precedence. Any written reports or documents relevant to a faculty vote, including reports from ad-hoc and search committees, must be distributed to voting members with at least two instructional days advance notice. Prior to voting, the full SPH faculty (i.e., Senate faculty, non-Senate faculty, and recalled Emeritae/i Academic Senate faculty) shall discuss the action under consideration.

### C. Discussion of Academic Personnel Actions

In accordance with Academic Senate By-Law 55, non emeritae/i Academic Senate members at the appropriate rank have the privilege of notice of meeting, access to materials, attending meetings (i.e., privilege of the floor), and participating in discussions regarding proposed threshold personnel actions (e.g., new appointments, promotions, and other specified personnel actions under consideration). Standard [By-Law 55.B](#) rules pertaining to participation in case discussions, access to case materials, and voting based on rank apply<sup>1</sup>. See Appendix IV for further details. The discussion of threshold cases for Academic Senate titles will be limited to eligible Academic Senate professors. All cases that involve removal of the Acting modifier shall be treated as promotions to the rank in question.

However, for new Academic Senate appointment cases, non-Senate faculty are invited to participate in the faculty meeting discussion; as needed, this may be followed by a discussion among the Academic Senate faculty. Standard By-Law 55.B rules pertaining to non-Senate participation in new Senate appointment case discussions, access to case materials, and voting based on rank apply.

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<sup>1</sup> Two examples:

1. Senate professors at the rank of full professor are entitled to privilege of meeting notice, access to case materials, privilege of the floor and may vote on cases where an associate professor is being considered for promotion to the rank of full professor.
2. Senate professors at the ranks of associate and full professor are entitled to privilege of meeting notice, access to case materials, privilege of the floor and may vote on cases where an assistant professor is being considered for promotion to the rank of associate professor).

When non-Senate faculty threshold cases will be discussed, non-Senate faculty are invited to participate in the initial open discussion portion of the case discussion (LR 7.06). Non-Senate faculty will be asked to leave for the second portion of the discussion to provide time for the Academic Senate faculty to discuss the case. Standard By-Law 55.B rules pertaining to participation in case discussions, access to case materials, and voting based on rank apply.

Emeritae/i in active recall appointments may participate in review and discussion of personnel questions and make their opinions known to the voters, but do not have the right to vote on such cases.

#### D. Voting on Academic Personnel Actions

In accordance with Academic Senate By-Law 55, non emeritae/i ladder-rank Academic Senate members and non-ladder rank Academic Senate members at the rank of associate and full have voting privileges regarding proposed threshold personnel actions (e.g., new appointments, promotions, and other specified personnel actions under consideration), as stipulated in Appendix IV. In spring 2018 SPH tenured Academic Senate faculty voted by two-thirds majority to extend voting privileges on appointments that confer membership in the Academic Senate (i.e., new appointments at any rank) to ladder-rank assistant professors and non-ladder rank Academic Senate professors (i.e., Professor-In-Residence and Professor of Clinical) at the rank of associate and full. In spring 2019 SPH tenured Academic Senate faculty voted by two-thirds majority to extend voting privileges on appointments that confer membership in the Academic Senate (i.e., new appointments at any rank) to Academic Senate professors (i.e., Professor-In-Residence and Professor of Clinical) at the rank of assistant. See Appendix IV for further details.

Non-Senate faculty may provide an advisory vote to be forwarded to campus reviewers in conjunction with the case, separate from the departmental letter (Senate By-Law 35.C.2, LR 12.75, LR 7.06). Standard **By-Law 55.B** rules pertaining to eligibility based on rank apply.

Emeritae/i in active recall appointments do not retain voting privileges regarding personnel matters.

#### E. Academic Personnel Voting Procedures

After the Faculty discussion of the proposed personnel action, a secret ballot will be conducted for all cases that require a vote. A vote may be deferred by the faculty if additional review or discussion is needed.

Mid-Career Appraisal: The voting Faculty (see Part VII.D above) must vote on whether the candidate's prospects for tenure (or promotion for non-ladder rank faculty) are "good," "fair, or "poor", and not simply to accept or reject the recommendation of the departmental ad hoc report.

Final Appraisal (tenure, or promotion for non-ladder rank faculty): Should the tenure/promotion to associate vote be negative, the eligible Senate Faculty will meet a second time to discuss the candidate's prospects for tenure/promotion in the 13th semester, followed by a second secret electronic vote using the "good," "fair," or "poor" vote categories. This may result in a recommendation for deferral of the tenure decision.

## **PART VIII – COMMITTEES**

Standing Committees of the Faculty are provided for in these By-Laws. Members (regular and ex-officio) of the standing committees, unless otherwise noted, are appointed by the Chair of the Faculty following consultation with the Dean for two-year terms. Appointments are to be made before the last faculty meeting in the Spring semester for service in the following year; appointments should be staggered to provide continuity between years. Unless otherwise noted, standing committees (does not include FAC) should have at least two students as full voting members; students are appointed for one-year terms as

described above. Associate Deans and non-Senate persons may serve as members of the standing committees, contingent upon the approval of the FAC Chair.

The Faculty Council may create *ad hoc* committees not provided for in these By-Laws. Appointments to these committees are made by the Faculty Chair. Some examples: *Building Working Group Committee*, *Equity and Inclusion Committee*

Chairs of standing committees are appointed for one-year terms by the FAC Chair. Committee Chairs will be required to attend FAC meetings at request of the Faculty Council Chair to provide reports once each semester.

**A. Educational Policy and Curriculum Committee (EPCC).** At the direction of the Faculty Council, the Committee:

- Monitors and evaluates the professional degrees in the School of Public Health
- Recommends policy, criteria and procedures for MPH, DrPH, and joint/concurrent degrees
- Recommends academic prerequisites for entry into degree programs school-wide.
- Monitors the curriculum for degree programs school-wide.
- Reviews and recommends revisions to the Undergraduate, PhD, MPH and DrPH curricula and core courses
- Approves or disapproves proposed new courses or modifications to existing courses
- Submits approved new courses to Senate Committee on Courses of Instruction (COCI)
- Makes recommendations regarding allocation of educational resources
- Includes the Undergraduate Management Committee as subcommittee (see description below)
- Includes the Online Education Faculty Steering Committee as subcommittee (see description below)
- Recommends to the Faculty Council changes in educational policy, changes in the structure of school wide degrees and in the content of core courses for ratification by the School Faculty
- A regular report to the Faculty Council will be provided by the EPCC Chair

**Membership:** The EPCC shall maintain liaison with the Divisions in the School of Public Health. The Committee will include the Program Heads from each master's and doctoral program, and the Chair of the Undergraduate Management Committee, or their proxy (e.g., a single member may represent and vote on behalf of multiple programs). In the event a single program has multiple Heads, that program will still have a single vote. In the event a single faculty person is the Head of multiple programs, that committee member will have multiple votes (for each program represented). Five student members will also be appointed to the Committee from: undergraduate (one), MPH (two), PhD (one), and DrPH (one). Programs as described above and are voting members. The Dean, Associate Dean for Academic Affairs and other Associate, Assistant Deans and FAC Chair are ex officio, non-voting members. Non-SPH Faculty members from Joint or Concurrent Degree Programs are non-voting members and invited on a regular basis at the discretion of the EPCC Chair. An EPCC Chair is appointed during the spring semester prior to the year of service and serves a one-year term. An EPCC Vice-Chair will also be appointed during the spring semester to serve a term of one academic year, and will transition into the EPCC Chair position when that one-year term is concluded.

- **Nominations for Distinguished Teaching Award (DTA).** The EPCC will solicit nominations from the SPH for faculty candidates who are eligible for the UC Berkeley DTA. Nominations will take place early each Fall Semester to meet the first October deadline for DTA. The EPCC will prepare eligible cases for submission to the Academic Senate Committee on Teaching.

1. **Undergraduate Management Committee (subcommittee of EPCC)**

- Recommends policy, criteria and procedures for undergraduate public health program
- Periodically reviews and recommends program revisions and sets academic prerequisites for entry into the program (public health major)

**Membership:** The Committee will include faculty instructor representatives for each undergraduate public health major core course (ex. PH 150A, B, D and E, as well as PH 14, PH 142, PH 126 and PH 162), or their proxy, as voting members. The Chair will be a faculty instructor for one of the undergraduate public health major core courses and/or the faculty program director of the undergraduate program. One undergraduate student member will be appointed to the Committee as described above. Representatives from the College of Letters and Sciences are ex officio, non-voting members. The Dean, Associate and Assistant Deans are ex officio, non-voting members.

2. **Online Education Faculty Steering Committee (subcommittee of EPCC)**

- Recommends academic policies for online education for all programs and courses offered by the SPH
- Sets curricular priorities for the On-Campus/Online Professional MPH (OOMPH) program including but not limited to review of proposals for new concentrations and courses presented to EPCC for approval.
- Review faculty FTE involvement in OOMPH and provide oversight for lecturer hiring and review.
- Participates in preparation of reports to campus on progress in the OOMPH program

**Membership:** The Committee will include senate faculty online instructors from each Division (or their proxy) and the OOMPH Faculty leads for each Concentration as voting members. The OOMPH Faculty Director will serve as Chair. One student member will be appointed to the Committee. The Director of the OOMPH program, the Dean, Associate and Assistant Deans are ex officio, non-voting members.

*\*MPH degree also includes the On-Campus/Online MPH (OOMPH) degree*

B. **Academic Personnel Committee.** At the direction of the Faculty Council, the Committee:

- Reviews, monitors and develops academic personnel policies, as necessary
- Provides advice to the Dean regarding academic personnel issues
- Provides advice to the Dean regarding specific academic personnel actions upon request
- Provides advice to the Dean regarding appointment of *ad hoc* committees for faculty advancements and search committees upon request
- Provides advice on equity and inclusion issues related to academic personnel as needed
- Assesses and reports annually on faculty salaries by gender and race/ethnicity
- A regular report to the Faculty Council will be provided by the Committee Chair

**Membership:** The Committee will include one full ladder-rank professor from each SPH division and additional Senate Faculty members, as needed. The committee membership should reflect the academic diversity of the School. The Chair will be a full professor and a Vice-Chair will be appointed from within the committee. Committee members should serve at least two years and rotate off on a staggered schedule. No student member shall be appointed to the Committee.

C. **Student Affairs Committee.** At the direction of the Faculty Council, the Committee:



- Advises Student Services, including admissions, advising, counseling, and other student support services.
- Advises program faculty representatives during MPH and DrPH admissions, e.g. on policy to emphasize consideration of under-represented minorities (URMs), in consultation with the DREAM ((Diversity Respect Equity Action Multiculturalism) Office and DICE (Diversity, Inclusion, Community and Equity).
- Reviews as needed undergraduate, masters and doctoral admissions that represent **exceptions** to general policy
- Recommends policy, criteria, and procedures by which undergraduate, masters, doctoral students are recommended for available honors, scholarships, and awards
- Recommends policy for overall allocation of all scholarship funds controlled by the SPH
- Recommends policy and procedures by which MPH or DrPH students are placed on probation and/or are dismissed
- Assumes an ombudsperson function for all School of Public Health students (undergraduate, masters, and doctoral), faculty, and staff. It should ensure that appropriate grievance mechanisms exist and are available to the student body as well as to staff and faculty dealing with student conduct issues.

**Membership:** The full committee or a sub-committee will be appointed and convened at the direction of the Faculty Council only on an as-needed basis.

If matters arise that require a vote then the full committee will be appointed, to consist of: A faculty member from each SPH division (or their proxy) and at least two faculty members representing the interdisciplinary programs will serve on the Committee as voting members. Three student members will also be appointed to the Committee from the undergraduate (one), MPH (one) and DrPH (one) programs. The dean, FAC Chair, associate deans, and assistant deans are ex officio, non-voting members. When convened, an annual report to the Faculty Council will be provided by the Committee Chair.

**Note:** The UC Berkeley Graduate Division is responsible for policy and procedures related to admissions, probation and dismissal for PhD students in programs that are operated under the aegis of the Graduate Division.

## **PART IX – RULES OF ORDER**

The rules contained in Robert's Rules of Order shall govern the faculty in all cases in which they are applicable.

**Note:** Individual programs manage application review and admissions for undergraduate, masters and doctoral degrees. The Faculty Council Chair does not appoint faculty program directors or admissions committee members.

**Note:** Application review and admissions for the school-wide degree programs (i.e., MPH and DrPH degrees) are managed by their respective individual program committees (e.g., HSB MPH, Epi/Bio MPH). Committees for MPH, OOMPH and DrPH admissions are not appointed by the Faculty Council Chair.

## APPENDIX I

Q&A with UC System-wide Rule and Jurisdiction (UCRJ) Chair & UC Davis Professor of Philosophy George Matthey in spring 2018:

UCRJ renders the following advice concerning the questions posed to it by the Faculty of the School of Public Health, Berkeley Division.

SPH Faculty Chair Nuru-Jeter:

“1. May the Senate faculty extend to non-Senate faculty the right to receive notices of meetings, have access to meeting materials, and have the privilege of the floor at departmental meetings:

- a. for non-personnel departmental matters?
- b. for non-Senate personnel matters?”

George Matthey:

“UCRJ opines that Senate faculty may extend to non-Senate faculty the *privilege* of receiving notices of meetings, access to meeting materials, and attending meetings (the latter being “privilege of the floor”). In addition, the privilege of speaking at meetings may be extended. These privileges may be extended both for non-personnel departmental matters and for non-Senate personnel matters.

Senate Bylaw 35.C.2 grants voting rights to non-Senate members under certain specified conditions. Implicit in the right to vote on any given matter is the right to receive notices of meetings, having access to meeting materials, and having the privileges of attending and speaking at meetings regarding that matter.

UCRJ has found no Bylaw or Legislative Ruling that would prohibit the extension of these privileges where voting rights are restricted to members of the Senate. An example is Legislative Ruling 5.67, which prohibits the extension of permission to vote to non-Senate members in department meetings. No mention is made there of any restriction of consultative activities leading up to voting.”

## APPENDIX II

# Faculty Echelons



## APPENDIX III

### ACADEMIC APPOINTMENT TYPES

#### **Senate Academic Faculty Titles:**

- Ladder rank professors (budgeted FTE positions, regardless of rank)
- Professor in Residence (soft money positions, with the potential of funding support from endowments, etc.)
- Professor of Clinical (soft money positions, teaching in a clinical setting, may be supported by endowments, etc.)
- Lecturers with Security of Employment (budgeted FTE positions that require the unit to give up a ladder rank FTE position, SPH doesn't have any lecturer SOEs, not members of the lecturers union)

#### **Non-Senate Academic Faculty Titles:**

- Adjunct Professor title series
- Health Sciences Clinical Professor title series
- Continuing Lecturers (lecturers who have taught at least 6yrs (12 semesters) and successful undergone an excellence review, members of the lecturers union)
- Pre-6 Lecturers (lecturers who are hired on a semester by semester basis who have taught fewer than 12 semesters, members of the lecturers union)

#### **Non-Senate Research Academic Titles (not considered to be faculty positions):**

- Academic Coordinator title series
- Coordinators of Public Program title series
- Postdoc title series
- Project Scientist title series
- Researcher title series
- Specialist title series

#### **Retired Faculty:**

Emeritus status: Senate faculty titles (ladder rank professors, professors in residence, professor of clinical, etc.) automatically receive emeritus status upon retirement and hold this title until death. The chancellor may approve exceptional emeritus status for other academic titles.

Professor of the Graduate School (PGS): A PGS is expected to be engaged in research, to contribute with distinction to a graduate program, and to be in residence for the equivalent of one semester during each academic year in which the PGS title is held. This is an unpaid title open only to ladder rank faculty. A PGS will be deemed to have been recalled to active service for purposes of determining departmental voting rights under Senate By-Law 55.D. More details can be found here: <https://ofew.berkeley.edu/welfare/retirement/professor-graduate-school>

Recall Appointments: Academic employees who have retired from a UC academic appointment may be recalled for up to 43% of full-time effort. Retired academic employees may be recalled to conduct research, to teach courses, or provide service to the university, or a combination of types of activity.

## APPENDIX IV

Table Detailing Discussion and Voting on Academic Personnel Items  
Spring 2018

<b>Action:</b>	<b>Participation in Case Discussion:</b>	<b>Who Can Vote:</b>
<b>All new appointments that confer membership in the Academic Senate</b>	<p>All non emeritae/i Academic Senate members</p> <p>Recalled emeritae/i professors *</p> <p>Non-Senate faculty at all ranks may participate in the open portion of the case discussion.</p>	<p>Ladder rank and non-ladder rank Academic Senate professors at all ranks</p>
<b>All new non-Senate professorial appointments</b>	<p>All non emeritae/i Academic Senate members</p> <p>Recalled emeritae/i professors *</p> <p>Non-Senate faculty at all ranks may participate in the open portion of the case discussion.</p>	<p>Ladder rank faculty at all ranks and and non-ladder rank Academic Senate professors at the rank of associate and full</p> <p>Non-Senate professors may provide an advisory vote on new non-Senate appointment cases.</p>
<b>Mid-Career Reviews (Academic Senate and non-Senate professorial titles)</b>	<p>All non emeritae/i Academic Senate members at the rank of associate and full</p> <p>Recalled emeritae/i professors *</p> <p>Pertaining to non-Senate promotion cases, non-Senate professors at the rank of associate and full may participate in the open portion of the case discussion.</p>	<p>All non emertae/i Academic Senate members at the rank of associate and full</p> <p>Pertaining to non-Senate mid-career cases, non-Senate professors at the rank of associate and full may provide an advisory vote on non-senate Mid-Career cases.</p>
<b>Promotion to the rank of associate (both Academic Senate and non-Senate professorial titles)</b>	<p>All non emeritae/i Academic Senate members at the rank of associate and full</p> <p>Recalled emeritae/i professors *</p> <p>Pertaining to non-Senate promotion cases, non-Senate professors at the rank of associate may participate in the</p>	<p>All non emertae/i Academic Senate members at the rank of associate and full.</p> <p>Pertaining to non-Senate promotion cases, non-Senate professors at the rank of associate and full may provide an advisory vote on non-senate promotion cases</p>

	open portion of the case discussion.	
<b>Promotion to the rank of full (both Academic Senate and non-Senate professorial titles)</b>	All non emeritae/i Academic Senate members at the rank of full  Recalled emeritae/i professors*  Pertaining to non-Senate promotion cases, non-Senate professors at the rank of full may participate in the open portion of the case discussion.	All non emeritae/i Academic Senate members at the rank of full.  Pertaining to non-Senate promotion cases, non-Senate professors at the rank of full may provide an advisory vote on non-senate promotion cases
<b>Merit to Professor, Step VI (both Academic Senate and non-Senate professorial titles)</b>	SPH does not require a discuss faculty discussion regarding merits to Step VI	SPH does not require a vote regarding merits to Step VI
<b>Merit to Professor, Above Scale (both Academic Senate and non-Senate professorial titles)</b>	SPH does not require a discuss faculty discussion regarding merits to Above Scale	All non emeritae/i Academic Senate members at the rank Professor, Above Scale  Pertaining to non-Senate merit to Above Scale cases, non-Senate professors at the rank of Professor, Above Scale may provide an advisory vote on non-senate Above Scale cases
<b>Endowed Chairs</b>	All non emeritae/i tenured Academic Senate members	All non emeritae/i tenured Academic Senate members

\*A Professor of the Graduate School (PGS) is deemed to be recalled to active service for purposes of departmental voting rights (<https://ofew.berkeley.edu/welfare/retirement/professor-graduate-school>).