

January 19, 2010

ORU DIRECTORS  
ORU MANAGEMENT SERVICE OFFICERS

**SUBJECT: Voting procedures for Academic Research Personnel in ORUs**

The Office of Research Affairs (ORA) has reviewed existing bylaws in ORUs and has issued the following policies on voting procedures for academic review files. This was due to a lack of consistency across units and, in many cases, no existing guidelines for ORU Directors and MSOs. To ensure an equitable and transparent process, the following procedures are effective immediately and retroactive to July 1, 2009.

Proposed appointments, advancements and promotions of non-visiting Academic Personnel in ORUs shall be reviewed and voted on by a minimum of three academic members of the ORUs Executive Committee (EC). Eligibility to vote is restricted to EC members who are academics in the Associate and Full tiers; these individuals may be either professors affiliated with the ORU or non-Senate academics appointed in the ORU. To facilitate the AP process, one member of the EC may be designated as lead on AP matters, or a subcommittee of the EC may be charged with the activity, depending on the size and membership of the EC.

Reviews:

1. Spring: The MSO prepares a complete list of pending academic file reviews that are due in the coming academic year and submits it simultaneously to the ORU AP Specialist and to the ORU Director.
2. Summer: EC members perform an initial review of pending files, decide on the need for external letters, and inform the ORU AP Specialist, who starts assembling the academic file.
3. Fall: EC reviews the assembled academic files, votes, and submits a written recommendation for the file. The Director then makes the final decision on what action the ORU will propose, and the file is forwarded to Research Affairs via the ORU AP Specialist.

New appointments:

1. This is a year-round process, but at least a few months before the proposed start date, the sponsoring PI proposes the appointment to the Director. The Director forwards the request to the EC for initial review.
2. Within 5 working days after receiving the request, the EC recommends a proposed series, tier and step, as well as a list of external reviewers to the Director. The ORU informs the ORU AP Specialist of the pending appointment. The AP Specialist then assembles the file.
3. As soon as the required external letters are assembled, the EC reviews the file and submits a written recommendation to the Director. The Director then makes the final decision on what action the ORU will propose, and the file is forwarded to Research Affairs via the ORU AP Specialist.

Thank you for your assistance.

Arthur B. Ellis  
Vice Chancellor for Research

CC: Associate Vice Chancellor George Tynan  
Assistant Vice Chancellor Generales  
April Walsh, ORU Academic Personnel Specialist