



University Provost  
Office of the Provost

## MEMORANDUM

**TO:** Deans  
Director of University Libraries  
Associate Deans  
Department Chairs

**FROM:** Satish K. Tripathi *Satish K. Tripathi*  
Provost and Executive Vice President for Academic Affairs

**DATE:** December 12, 2008

**SUBJECT:** Voting Eligibility for Faculty Personnel Actions

It is the policy of the University at Buffalo to adhere to “rank on rank” voting for all faculty personnel actions that require a vote of the faculty in the college, school or department. This means that only those faculty holding the same or a higher rank as the action being considered may vote on a faculty personnel action.

Specific applications of this policy include:

1. Only tenured or tenure-track faculty may vote on proposed initial appointments to the tenure track faculty, or on reappointments/contract renewals to the tenure track. If the initial appointment or reappointment is proposed for the rank of Associate Professor, faculty holding that rank or the rank of Professor may vote; if the appointment or renewal is proposed at the rank of Professor, all faculty members holding that rank may vote. In the case of new appointments to the rank of Associate Professor above, it may be appropriate to consult with tenure track Assistant Professors and to take their views on the appointability of the proposed candidate into consideration, but they may not vote on the rank or tenure recommendation.

2. Only those faculty members holding continuing appointment (i.e. tenure) at the rank of Associate Professor or Full Professor may vote on a proposed promotion/appointment as Associate Professor with tenure. Only those faculty members holding continuing appointment at the rank of Full Professor may vote on a proposed promotion/appointment as Full Professor with tenure.

If there are not a sufficient number of tenured faculty at the appropriate rank within the department or school, it is appropriate, in consultation with the Dean and/or relevant Associate Dean, to establish an ad hoc committee to substitute for the departmental/school voting body, comprised of the appropriate rank members of the department as well as appropriate rank faculty from related disciplines who are suitable to assist with identifying external reviewers and with evaluating the candidate's scholarship, teaching and service.

If the Department Chair is not of the same or higher rank as the proposed action (i.e. an Associate Professor Chair in the case of a promotion to Full Professor, or a Chair holding a Clinical non-tenure track faculty position in the case of a proposed promotion to Associate Professor or Professor with tenure), the Chair may write the Chair's letter summarizing the case and conveying the views of the appropriate rank departmental faculty or ad hoc committee, but the Chair may not vote and may not make an independent recommendation. It is also acceptable for the department/school, in consultation with the Dean, to designate a faculty member who does hold the same or higher rank as the proposed action to serve as Ad-Hoc Chair in such instances.

3. Eligible voters for initial appointments/reappointments/promotions to "qualified", i.e. non-tenure track, ranks include all non-tenure track faculty members holding the same or higher non-tenure track rank, as well as all tenure track faculty holding the same or higher rank. For example, in the case of an appointment/reappointment to the rank of Clinical or Research Assistant Professor, all faculty members holding a qualified or unqualified rank of Assistant Professor, Associate Professor, or Professor may vote. In the case of a proposed promotion from Clinical or Research Assistant Professor to Clinical or Research Associate Professor, all faculty holding a qualified or unqualified rank of Associate Professor or Professor may vote.

cc: Lucinda Finley, Vice Provost for Faculty Affairs