

Department Chair Academic Personnel Review Checklist

This checklist was prepared in compliance with [Section 220-80-c](#) of the Academic Personnel Manual (APM): “Each campus shall develop guidelines and checklists to instruct Chairpersons about their duties and responsibilities in connection with personnel reviews.” The goal is to answer yes to all the questions on the list; however some elements may be department, college or school specific. For more in-depth instructions, consult the CALL or your Dean.

It is extremely important that the Chair instill in each faculty member a sense of responsibility for preparing accurate files and meeting all deadlines. The Chair, in turn, must exercise strong leadership in managing the file evaluation and submission to the Dean within the agreed upon time frames.

In all of your responsibilities, you should follow the guidelines in the CALL as available on the Academic Personnel website.

*Target Time frames – these dates are only intended as examples to help you adhere to deadlines as established in the CALL

1. Initial Meeting with Candidate

- *Spring / Summer
- Schedule a meeting with the candidate to discuss upcoming review as well as to answer any questions, and inform candidate of the entire process. In promotion cases, Department Chair should meet with the candidate at least 1 year before proposing the promotion to assess readiness
 - Inform candidate of APM 210-1, 220-80 ,160 and if applicable, APM 133
 - If applicable, remind candidate to suggest names for extramural reviewers
 - If applicable, notify candidate that he/she may provide in writing (to be included in the file) names of persons who may not provide objective evaluations
 - Review text of solicitation letter (if applicable)
 - Discuss materials to be sent to extramural reviewers (if applicable)
 - Remind candidate that a self-statement may be added to the file. If the self-statement sent to the extramural reviewers differs from the self-statement included in III. V. of the CALL, both self-statements must be included in the file.
 - Give any other supplemental instruction in accordance with Dean’s Office or Departmental procedures

2. Before the Department Meeting

- Month of September/October
- Extramural letters are solicited.
 - Candidate forwards material for file (ensure cut-off dates specified in the CALL are adhered to)
 - Collect other documents to be included in the file and assure cut-off dates are adhered to, i.e. extramural letters
 - Chair should ensure that file is complete and has been audited for accuracy. Any corrections to the file should occur BEFORE faculty review
 - Candidate completes top portion of procedural safeguard certifying accuracy of information and requesting a copy of the department letter
 - Ensure that any documents in a foreign language include a translation in the file
 - Advise candidate of his/her right to inspect complete file; if requested, forward to him/her redacted copies of confidential material (i.e. extramural letters) and notify candidate of the department meeting date
 - Give candidate the opportunity to include a written statement in response to or commenting on material in the file. The statement must be received 5 days prior to the department meeting
 - Upon receipt of candidate’s statement, notify faculty that the file is ready for review
 - Assure departmental faculty have reviewed the file before the department meeting
 - Set deadline for receipt of absentee ballots and/or specify when votes may be received as per departmental procedures
 - Remind departmental faculty that candidate faculty who write letters of evaluation will be disqualified from service on the candidate’s ad hoc committee in cases of appraisal and promotion

3. Department meeting

Early
November

- Lead the department meeting in ensuring the departmental review is fair to the candidate and rigorous in maintaining University standards
- Ensure discussion does not include reference to anything not present in the file
- Allow equal opportunity for discussion for all present departmental faculty
- Ensure minority opinions are explained
- Encourage discussion that is evaluative and analytical in nature, rather than enumerative

4. After the Department meeting

Before the Department Letter has been finalized

- Draft department letter and make draft available for department review

Department Letter Format (introductory information)

- Note department meeting date on summary section of the department letter
- List exact votes specifying the number eligible to vote, the number in favor, opposed, abstained and unavailable
- Include all rank/steps voted on by the department, including off-scales and noting accelerations
- Identifiers of extramural letters and student letters are limited to numerical or alphabetical designations
- Merit files (other than advancement to Professor VI, advancement to and within Professor Above-Scale) are limited to a maximum of two pages

Department Letter Content

- Reports of ad hoc committees, internal to the department, are regarded as working documents and may not be forwarded with the file
- Describe the significance and impact of the teaching research and service contributions
- Present any significant evidence and differences of opinion which would explain a minority vote and/or a negative vote
- References to “top-tier” should include information to support such claim
- See the CALL for in-depth guidelines on writing departmental letters
- Provide due date for receipt of any comments on the draft
- To the extent possible, incorporate departmental faculty comments into the finalized department letter
- An oral summary of the departmental letter shall be provided to the candidate AFTER the period for the submission of minority reports is expired

After the Department Letter has been finalized

- Notify departmental faculty that the finalized department letter is ready for review. Allow 5 working days for submission of any minority reports
- The candidate will be able to review the unredacted finalized letter and any minority reports AFTER the period for submission of minority reports is expired
- Candidate completes Section II of procedural safeguard statement (Attachment B-1, the CALL)
- Advise candidate of his/her right to submit a response to the department letter. Response may be addressed to the Chair, the Dean or the Vice Provost for Academic Personnel (must use attachment H of the CALL)
- Inform candidate that his/her response to the departmental letter must be received within 5 business days upon receipt of the departmental letter
- Chair writes (optional) letter for inclusion in the file. This is a confidential document and should be forwarded to the Dean’s office, not retained in the department. Upon request by the candidate, access to the Chairs letter will be provided in redacted form after the final administrative decision has been communicated to the candidate, or at the Chancellor’s preliminary assessment stage in promotion to tenure cases
- Copies made and file forwarded to Dean’s office (by cut-off dates as listed in the CALL)

Late
November to
Early
December