

### **APM 220-80-j Preliminary Assessment Procedures**

1. A letter is sent to the Department Chair via the Dean from the Vice Provost for Academic Personnel detailing the preliminary assessment of the Chancellor and reasons. Access to records documents are attached to this letter.
2. The Chair notifies the candidate of the preliminary assessment, provides the candidate with a copy of the letter and redactions and places a copy of the letter in the candidate's file.
3. The candidate is given the opportunity to respond in writing to the preliminary assessment and to provide information updates in accordance with the CALL.
4. The Department Chair consults with the department faculty, writes a draft letter (which is open to the faculty for a minimum of 48 hours) and opens a finalized letter for 7 calendar days to the faculty to respond and write a minority report if applicable. Eligible faculty can waive the 7 day period if it is not needed.
5. The department letter and minority report, if applicable, are given to the candidate. The candidate is given 7 calendar days to respond according to Attachment H in the CALL.
6. The department letter and additional documentation if applicable (responses, minority report, and additional information provided by the candidate) are forwarded to the Dean.
7. The Dean reviews the material and writes a response, and adds it to the documents sent forward by the department. All documents are forwarded to the Academic Personnel Office for review by CAP.
8. The CAP minute is added and the augmented file is then reviewed by the Vice Provost for Academic Personnel, Executive Vice Chancellor and Provost, and Chancellor.
9. The Chancellor issues a final decision that is announced via the Academic Personnel Office.