

**DEPARTMENT CHAIR ACADEMIC PERSONNEL REVIEW CHECKLIST**

This checklist was prepared in compliance with [APM 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 responsibilities, the Chair 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	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Inform candidate of APM 210-1, 220-80 ,160 and if applicable, APM 13.</li> <li><input type="checkbox"/> If applicable, remind candidate to suggest names for extramural reviewers</li> <li><input type="checkbox"/> If applicable, notify candidate that they may provide in writing (to be included in the file) names of persons who may not provide objective evaluations</li> <li><input type="checkbox"/> Review text of solicitation letter (if applicable)</li> <li><input type="checkbox"/> Discuss materials to be sent to extramural reviewers (if applicable)</li> <li><input type="checkbox"/> Encourage candidate to include a self-statement in the file that contextualizes, rather than merely enumerates, the items in the file. The self-statement should address research/creative activity, teaching and service. If the self-statement sent to the extramural reviewers differs from the self-statement reviewed by the department, both self-statements must be included in the file.</li> <li><input type="checkbox"/> Give any other supplemental instruction in accordance with Dean’s Office or Departmental procedures</li> </ul>
2. Before the Department Meeting	
Month of September/October	<ul style="list-style-type: none"> <li><input type="checkbox"/> Extramural letters are solicited</li> <li><input type="checkbox"/> Candidate prepares the file (ensure file cut-off dates specified in the CALL are adhered to)</li> <li><input type="checkbox"/> Collect other documents to be included in the file and assure cut-off dates are adhered to, e.g. extramural letters</li> <li><input type="checkbox"/> Chair should ensure that file is complete and has been audited for accuracy. Any corrections to the file should occur BEFORE faculty review</li> <li><input type="checkbox"/> Advise candidate of his/her right to inspect complete file and notify the candidate of the department meeting date</li> <li><input type="checkbox"/> Candidate completes top portion of procedural safeguard certifying accuracy of information</li> <li><input type="checkbox"/> Ensure that any documents in a foreign language include a translation in the file</li> <li><input type="checkbox"/> Give candidate redacted extramural letters and the opportunity to include a written statement in response to or commenting on these or other material in the file. The statement must be received 5 days prior to the department meeting</li> <li><input type="checkbox"/> Upon receipt of candidate’s statement, notify faculty that the file is ready for review</li> <li><input type="checkbox"/> Assure departmental faculty have reviewed the file before the department meeting</li> <li><input type="checkbox"/> Assure that absentee ballots are received prior to departmental meeting</li> <li><input type="checkbox"/> Remind departmental faculty that those who write letters of evaluation will be disqualified from service on the candidate’s ad hoc committee in cases of appraisal and promotion</li> </ul>

<b>3. Department meeting</b>	
<b>Early November</b>	<input type="checkbox"/> Lead the department meeting, ensuring the departmental review is fair to the candidate and rigorous in maintaining University standards <input type="checkbox"/> Ensure discussion does not include reference to anything not present in the file with the exception of comments accompanying absentee ballot <input type="checkbox"/> Allow equal opportunity for discussion for all present departmental faculty <input type="checkbox"/> Ensure minority opinions are explained <input type="checkbox"/> Encourage discussion that is evaluative and analytical in nature, rather than enumerative
<b>4. After the Department meeting</b>	
<b>Before the Department Letter has been finalized</b>	
<input type="checkbox"/> Draft department letter and make draft available for department review	
<b>Department Letter Format (introductory information)</b>	
<input type="checkbox"/> Note department meeting date on summary Section of the department letter <input type="checkbox"/> List exact votes specifying the number eligible to vote, the number in favor, opposed, abstained and unavailable <input type="checkbox"/> Include all rank/steps voted on by the department, including off-scales and noting accelerations <input type="checkbox"/> Identifiers of extramural letters and student letters are limited to numerical or alphabetical designations <input type="checkbox"/> Merit files (other than advancement to Professor VI, advancement to and within Professor Above-Scale) are limited to a maximum of two pages	
<b>Department Letter Content</b>	
<input type="checkbox"/> Reports of ad hoc committees, internal to the department, are regarded as working documents and may not be forwarded with the file <input type="checkbox"/> Describe the significance and impact of the teaching research and service contributions <input type="checkbox"/> Present any significant evidence and differences of opinion which would explain a minority vote and/or a negative vote <input type="checkbox"/> References to “top-tier” should include information to support such claim <input type="checkbox"/> See the CALL for in-depth guidelines on writing departmental letters <input type="checkbox"/> Provide due date for receipt of any comments on the draft <input type="checkbox"/> To the extent possible, incorporate departmental faculty comments reflecting the discussion into the finalized department letter	
<b>After the Department Letter has been finalized</b>	
<b>Late November to Early December</b>	<input type="checkbox"/> Notify departmental faculty that the finalized department letter is ready for review. Allow 5 working days for submission of any minority reports <input type="checkbox"/> 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 <input type="checkbox"/> Discuss the content of the department letter with the candidate AFTER the period for the submission of minority reports is expired <input type="checkbox"/> Candidate completes Section II of procedural safeguard statement (Attachment B-1, the CALL) <input type="checkbox"/> 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) <input type="checkbox"/> Inform candidate that his/her response to the departmental letter must be received within 5 business days upon receipt of the departmental letter <input type="checkbox"/> Chair may write (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 <input type="checkbox"/> The file is routed to the Dean’s office by the due dates set by the Deans