

**OPPORTUNITIES FOR INPUT INTO ACADEMIC PERSONNEL REVIEWS OF
SENATE FACULTY IN INSTITUTES AND CENTERS
September 2007 (revised November 2007)**

If Directors of Institutes and Centers choose to provide input into the academic review of their senate faculty, the Director of the organization is encouraged to write a letter on behalf of the Senate faculty member for his/her academic personnel review file summarizing the research contributions made to their organization. This letter may include advisory votes of the senate faculty in the Institute or Center. The letter must be submitted to the home department of the Senate faculty member by 9/30 of any given year in order to be included in the academic personnel review file.¹

In the past, some Institutes/Centers have used our Joint Appointment Procedures for their senate faculty review. “Joint appointment” refers to the situation in which a faculty member is a member of more than one department. Typically, such appointments carry a percentage of I&R FTE in each department. A “split appointment” refers to a partial professorial (I&R) appointment in a department concurrent with a professional researcher appointment in an Institute, or Center.

According to APM, Section 220, Appendix A, “Appointments in the Professor Series are for duty in departments of Instruction and Research, or in equivalent administrative units (e.g., colleges and divisions) with combined instruction and research functions. Any exception to this rule must be approved by the President.” Under this definition, Institutes and Centers are not departments or their equivalent. An Institute or Center does not have jurisdiction over courses or curricula and cannot offer formal courses for credit; therefore, they do not qualify as a department. Since senate faculty reside in departments, schools, or divisions, their academic personnel review must occur in these units.

Effective July 1, 2007, faculty with “split appointments” that have I&R appointments in a department and an OR professional researcher appointments in an Institute or Center, shall have both appointments evaluated and voted on in their department. The director of the Institute or Center is encouraged to write a letter on behalf of the Senate faculty member for his/her academic personnel review file summarizing the research contributions made to their organization. This letter may contain advisory votes of the senate membership in the organization. The letter must be submitted to the home department of the Senate faculty member by 9/30 of any given year in order to be included in their academic personnel review file.¹

¹ These letters are non-confidential and shall be limited to two pages. They are solicited by the department chair, at the request of the candidate (see III O.P. 26 in the 2007/2008 The Call).