

GUIDELINES FOR EVALUATION/RECOMMENDATION ON RETENTION, TENURE, OR PROMOTION AND FACULTY RESPONSE/REBUTTALS

1. PROFESSIONAL INFORMATION FILE (PIF) TO DEAN'S OFFICE:
  - Department Personnel Committee/Department Chair informs Department Faculty of deadline date for submission of PIF (See Sections 606.1 and 612.5.2.b)
  - Dean's Office receives PIF from Faculty Member by deadline date set by Department
  - PAF (and PIF, by inclusion, during RTP review) ready for review
  
2. DEPARTMENT PERSONNEL COMMITTEE (DPC) EVALUATES THE FILE:
  - DPC evaluates the file based on criteria established in Department Personnel Procedures (See Section 612.5.2.g)
  - Prior to submitting a recommendation of the faculty member, the DPC invites the faculty member under consideration to meet with the Committee to elaborate on materials in the Personnel Action File (PAF) and PIF and to answer questions that may exist (See Section 631.2)
  - DPC submits a recommendation of the faculty member to the Department Chair (including the results of final balloting) (See Section 636.1)
  
3. DEPARTMENT CHAIR EVALUATES THE FILE:
  - Department Chair evaluates the file, independently of the DPC recommendation, based on criteria established in the Department Personnel Procedures (See Section 631.3)
  
4. DEPARTMENT CHAIR CONSULTS WITH DPC REGARDING EVALUATION OF FACULTY MEMBER:
  - Chair and DPC meet to discuss recommendations of faculty member (See Section 634.1)
  
5. DPC PROVIDES WRITTEN EVALUATION TO THE FACULTY MEMBER VIA CAMPUS MAILBOX:
  - Written evaluations must include a description of the candidate's performance which relates to criteria listed in Section 632.2 – 632.6 (See Section 635.2)
  - DPC must include a statement that Section 606.1.2.e. gives the faculty member the right to place in the PAF a written response to the evaluation (See Section 635.2.1)
  - Written evaluation must not include any vote or numerical division of the committee (See Section 635.2)
  - Written evaluations are signed by the Chair of the DPC. Department Committees may elect to have all members of the committee sign
  
6. DEPARTMENT CHAIR PROVIDES WRITTEN EVALUATION TO THE FACULTY MEMBER VIA CAMPUS MAILBOX:
  - Written evaluation includes a description of the candidate's performance which relates to criteria listed in Section 632.2 – 632.6 (See Section 635.2)
  - Chair must include a statement that Section 606.1.2.e. gives the faculty member the right to place in the PAF a written response to the evaluation (See Section 635.2.1)
  - Copies of Chair and DPC recommendations are sent to the Dean (including the results of final balloting) (See Section 636.2)

7. FACULTY MEMBER RECEIVES WRITTEN EVALUATIONS FROM DPC AND DEPARTMENT CHAIR:

- Faculty member may request a meeting to discuss the recommendation of a department-level recommending agency, to be held within ten (10) calendar days of the date the written evaluation was placed in the faculty member's mailbox (See Section 635.2.2)
- Also within the ten (10) day period, the faculty member may submit a rebuttal statement or response in writing to the recommendation to be placed in the PAF (See Section 635.2.2)
  - Copies of responses are sent to DPC and Department Chair (See Section 635.2.2)
- Written evaluations will be placed in the PAF after ten (10) days from the date the letter was placed in the faculty member's mailbox (See Section 635.2.2)

8. COLLEGE PERSONNEL COMMITTEE (CPC) EVALUATES DEPARTMENT RECOMMENDATIONS OF FACULTY MEMBER:

- Dean sends copies of the Department recommendations to the Chair of the CPC (including the results of final balloting) (See Section 636.3)
- CPC ensures: (1) equitable consideration of each candidate and (2) consistency in the application of criteria established in College Personnel Procedures and Department Personnel Procedures (See Section 631.4)

9. COLLEGE DEAN CONSULTS WITH CPC REGARDING RECOMMENDATION OF FACULTY MEMBER:

- Dean and CPC meet to discuss recommendation of faculty member (See Section 634.2)

10. CPC PROVIDES WRITTEN EVALUATION TO FACULTY MEMBER VIA CAMPUS MAILBOX:

- Written evaluations must include a description of the candidate's performance which relates to criteria listed in Section 632.2 – 632.6 (See Section 635.2)
  - Positive recommendations at college-level may take the form of a statement of concurrence with department-level evaluation
- CPC must include a statement that Section 606.1.2.e. gives the faculty member the right to place in the PAF a written response to the evaluation (See Section 635.2.1)
- Written evaluation must not include any vote or numerical division of the committee (See Section 635.2.1)
- Written evaluations are signed by the Chair of the CPC. College committees may elect to have all members of the Committee sign

11. FACULTY MEMBER RECEIVES WRITTEN EVALUATION FROM CPC:

- Faculty member may request a meeting to discuss the recommendation of the CPC to be held within ten (10) calendar days of the date the written evaluation was placed in the faculty member's mailbox (See Section 635.2.2)
- Faculty member may submit a rebuttal statement or response in writing to the recommendation to be placed in the PAF (See Section 635.2.2)
  - Copies of the response are sent to DPC, Department Chair, CPC and Dean
- Written evaluations will be placed in the PAF after ten (10) days from the date the letter was placed in the faculty member's mailbox (See Section 635.2.2)
- Chair of the CPC submits a recommendation of the faculty member to the Dean of the College (including final balloting) (See Section 636.4)

Page 3

12. COLLEGE DEAN EVALUATES THE FILE:

- **College Dean evaluates the file, independently of all other recommendations, based on criteria established in the College Personnel Procedures (See Section 631.5)**

13. COLLEGE DEAN PROVIDES WRITTEN EVALUATION TO FACULTY MEMBER VIA CAMPUS MAILBOX:

- **Written evaluation includes a description of the candidate's performance which relates to criteria listed in Section 632.2 – 632.6 (See Section 635.2)**
  - **Positive recommendations at college-level may take the form of a statement of concurrence with department-level evaluation**
- **Dean must include a statement that Section 606.1.2.e. gives the faculty member the right to place in the PAF a written response to the evaluation (See Section 635.2.1)**

14. FACULTY MEMBER RECEIVES WRITTEN EVALUATION FROM COLLEGE DEAN:

- **Faculty member may request a meeting to discuss the recommendation to be held within ten (10) calendar days of the date the written evaluation was placed in the faculty member's mailbox (See Section 635.2.2)**
- **Also within ten (10) day period, the faculty member may submit a rebuttal statement or response in writing to the recommendation to be placed in the PAF (See Section 635.2.2)**
  - **Copies of responses are sent to Dean, CPC, DPC, and Department Chair**
- **Written evaluations will be placed in the PAF after ten (10) days from the date the letter was placed in the faculty member's mailbox (See Section 635.2.2)**

15. FILE FORWARDED TO OFFICE OF FACULTY AFFAIRS:

- **Dean sends copies of all recommendations (including results of final balloting), with their own, for review by the President's designee, the Provost and Vice President for Academic Affairs (See Section 636.5)**
- **Decision by the Provost, as the President's designee, on retention, tenure, and promotion is final (See Section 637.1)**

16. APPEAL TO PERSONNEL PLANNING AND REVIEW (PP&R) COMMITTEE;

- **Faculty member may appeal a negative decision at the College-level (CPC and/or Dean) to PP&R**
- **PP&R evaluates the file and makes a recommendation to the Provost and Vice President for Academic Affairs**

17. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS EVALUATES THE FILE:

- **Decision by the Provost, as the President's designee, on retention, tenure, and promotion is final (See Section 637.1)**

18. PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS PROVIDES WRITTEN EVALUATION TO FACULTY MEMBER:

- **Written evaluation shall include reasons for the decision (See Section 637.1)**
- **All recommending agencies receive a copy of the Provost's notification (See Section 637.1)**

19. FACULTY MEMBER RECEIVES WRITTEN EVALUATION FROM PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS:

- **Faculty member may request a meeting with the Provost and Vice President for Academic Affairs to discuss the recommendation within ten (10) calendar days of the date of delivery of the written evaluation to the faculty member's home address**
- **Faculty member may submit a rebuttal statement or response in writing to the recommendation to be placed in the PAF**
- **Written evaluations will be placed in the PAF after ten (10) days from the date of delivery of the written evaluation to the faculty member's home address**
- **Per Article 10.2, faculty member has the right to file a grievance in cases of an unfavorable recommendation from the Provost no later than forty-two (42) days after receiving the recommendation**