

Section 635 of the Administrative Manual:  
**Evaluations and Recommendations on Retention, Tenure, and Promotion**  
(Approved May 16, 2017)

**Section 635 (Evaluations and Recommendations on Retention, Tenure, and Promotion)**

635.2 The Department Personnel Committee, the Department Chair, the College Personnel Committee, and the College Dean separately and in writing shall provide an evaluation of the candidate with reasons based upon an analysis of the evidence presented. The written evaluation shall include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 632.2 - 632.6. The written evaluation also shall include a specific recommendation on retention, tenure, and/or promotion. Each committee shall provide only one recommendation for each personnel consideration. The written recommendation and evaluation shall be in the form of a letter addressed to the candidate and such letter shall not include the disclosure of any vote or numerical division of the committee. If the recommendation of a college-level agency is positive, an evaluation of a performance criterion may take the form of a statement of concurrence with a department-level evaluation.

1. Each recommending agency shall include in its letter a statement that the faculty member has the right to place a written response to any written recommendation in the Personnel Action File (see 606.1.2.e.).
2. a. Notification  
A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request before being forwarded to a subsequent review level. The reviewing agency will email candidates to report delivery of the recommendations to their campus mailboxes and mention that they may request an electronic copy.
- b. Response  
The faculty member may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar days following receipt of the recommendation, before it is placed in the Personnel Action File and is sent to each of the other recommending agencies. Based on the written response and/or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty

member and the recommending agency, provided that such revision shall not extend the timelines. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.

3. The faculty member under personnel consideration may disclose the contents of the written evaluations and recommendations he or she receives as that faculty member chooses. Such disclosure is not a violation of the policy of confidentiality stated in Section 607.
4. Candidates for promotion (but not for retention) may withdraw their files from further consideration at any time prior to the final decision by making a written request to their Department Chair and/or to their College Dean. Such requests shall be placed in the Personnel Action File. All evaluations and recommendations submitted to the next level of review prior to withdrawal shall also become part of the Personnel Action File.