VI. TENURE AND PROMOTION PROCESS – ROLES OF DEAN, DEPARTMENT CHAIR, PERSONNEL COMMITTEE

<table>
<thead>
<tr>
<th>Role of Dean</th>
</tr>
</thead>
</table>

Annual reappointment decisions and promotion and tenure decisions at the Library level are the shared responsibility of the Department Chair, the Personnel Committee, and the Dean. Department Chairs and tenure/tenure-track faculty receive the timeline from the Office of the Dean. The Department Chair and the Personnel Committee have the joint responsibility for coaching faculty members on how and when to submit the appropriate documentation for review; however, it is ultimately the responsibility of the tenure/tenure-track faculty to submit paperwork in the timeframe supplied by the Office of the Dean.

All tenure-track faculty must receive an annual review

- at the Department Level by the Department Chair
- at the Library Level by the Personnel Committee
- and from the Dean

before materials are forwarded to the Provost for review. The faculty member must receive written feedback at each level. The Department Chair writes his/her evaluation and recommendations and meets with the candidate prior to sending it to the Personnel Committee. The Personnel Committee writes its evaluation and forwards the evaluation to the Dean. The Dean meets with the candidate to discuss the outcomes of the reviews and the recommendations, and to provide the faculty member with a copy of comments and recommendations. The annual review is then sent by the Office of the Dean to the Office of the Provost.

In the event of a negative review by the Department Chair, Personnel Committee, or Dean, the faculty member may provide additional material within 48 hours after being informed of the negative decision. Those additional materials will be sent to the Department Chair, Personnel Committee, and Dean to be considered for re-evaluation. They may, independently of each other, decide to make changes or leave the review as it was originally. Any changes must then be discussed with the tenure/tenure-track faculty by the Dean. If no changes are made, the tenure/tenure-track faculty must be informed as well by the Dean. Please note the faculty member may also follow the appeals process outlined in the University Handbook Section III with or without submitting additional materials to the Department Chair, Personnel Committee, or Library Dean.

In the instance of conditional reappointment, the Dean and Department Chairperson will jointly prepare a plan for remediation in writing for the candidate. The Dean will present the written remediation plan during the review meeting.

Note: If a Department Chair is under review, he/she will only be reviewed by two levels, by the Dean as his/her supervisor and then by the Personnel Committee. The Dean will meet twice with the Department Chair under review: 1) after the Dean reviews the faculty member but prior to the Personnel Committee’s review; 2) after the Personnel Committee’s review.
The Department Chairs must ensure that each faculty member under the Department Chair’s supervision knows the due dates and deadlines after they are established by the Administrative Office, and understands the procedures and documentation needed well in advance of the deadlines.

Annual reappointment decisions and promotion and tenure decisions at the Library level are the shared responsibility of the Department Chair, the Personnel Committee, and the Dean. Department Chairs and tenure/tenure-track faculty receive the timeline from the Office of the Dean. The Department Chair and the Personnel Committee have a joint responsibility for coaching faculty members on how and when to submit the appropriate documentation for review; however, it is ultimately the responsibility of the tenure/tenure-track faculty to submit paperwork in the timeframe supplied by the Office of the Dean.

All pre-tenure faculty must receive an annual review at the Department Level by the Department Chair and at the Library Level by the Personnel Committee and the Dean before materials are forwarded to the Provost for review. The faculty member must receive written feedback at each level. The Department Chair writes his/her evaluation and meets with the candidate prior to sending it to the Administrative Office, to be forwarded to the Personnel Committee.

The Personnel Committee writes their evaluation and forwards it to the Dean who then meets with the candidate to discuss the outcomes of the reviews and the recommendations and to provide the faculty member with a copy of comments and recommendations. The annual review is then sent by the Office of the Dean to the Office of the Provost.

In the event of a negative review by the Department Chair, Personnel Committee, or Dean, the faculty member may provide additional material in 48 hours after being informed of the negative decision. Those additional materials will be sent to the Department Chair, Personnel Committee, and Dean to be considered for reevaluation. They may, independently of each other, decide to make changes or leave the review as it was originally. Any changes must then be discussed with the tenure/tenure-track faculty by the Dean. If no changes are made, the tenure/tenure-track faculty must be informed as well by the Dean. Please note the faculty member may also follow the appeals process outlined in the University Handbook Section III with or without submitting additional materials to the Department Chair, Personnel Committee, or Library Dean.

In the instance of conditional reappointment, the Dean and Department Chairperson will jointly prepare a plan for remediation in writing for the candidate. The Dean will present the written remediation plan during the review meeting.

Note: If a Department Chair is under review, he/she will only be reviewed by two levels, by the Dean as his/her supervisor and then by the Personnel Committee. The Dean will meet twice with the Department Chair under review: 1) after the Dean reviews the faculty member but prior to the Personnel Committee’s review; 2) after the Personnel Committee’s review.
document to a member of the Personnel Committee prior to the final presentation of the document, to be sure documentation is complete, coherent, and in the correct format.

Once the Personnel Committee has access to the officially submitted documentation, it reviews the documentation with the goal of making sure the librarian is making reasonable progress towards tenure in the quantity and variety of accomplishments. The recommendation of the Personnel Committee will be based upon both the cumulated accomplishments, as well as the latest year, and will provide recommendations for the coming year. The Personnel Committee may contact the librarian for clarification or for additional documentation.

The Department Chair and the Personnel Committee have a joint responsibility for coaching faculty members on how and when to submit the appropriate documentation for review; however, it is ultimately the responsibility of the tenure/tenure-track faculty to submit paperwork in the timeframe supplied by the Office of the Dean.

All pre-tenure faculty must receive an annual review at the Department Level by the Department Chair and at the Library Level by the Personnel Committee and the Dean before materials are forwarded to the Provost for review. The faculty member must receive written feedback at each level. The Department Chair writes his/her evaluation and meets with the candidate prior to sending it to the Administrative Office, to be forwarded to the Personnel Committee.

The Personnel Committee writes their evaluation and forwards it to the Dean who then meets with the candidate to discuss the outcomes of the reviews and the recommendations and to provide the faculty member with a copy of comments and recommendations. The annual review is then sent by the Office of the Dean to the Office of the Provost.

In the event of a negative review by the Department Chair, Personnel Committee, or Dean, the faculty member may provide additional material in 48 hours after being informed of the negative decision. Those additional materials will be sent to the Department Chair, Personnel Committee, and Dean to be considered for reevaluation. They may, independently of each other, decide to make changes or leave the review as it was originally. Any changes must then be discussed with the tenure/tenure-track faculty by the Dean. If no changes are made, the tenure/tenure-track faculty must be informed as well by the Dean. Please note the faculty member may also follow the appeals process outlined in the University Handbook Section III with or without submitting additional materials to the Department Chair, Personnel Committee, or Library Dean.

Note: If a Department Chair is under review, he/she will only be reviewed by two levels, by the Dean as his/her supervisor and then by the Personnel Committee. The Dean will meet twice with the Department Chair under review: 1) after the Dean reviews the faculty member but prior to the Personnel Committee’s review; 2) after the Personnel Committee’s review.

Approved, Library Faculty Assembly, April 14, 2011

Approved by Alberta Comer, Dean, Library Services [date]