

Policy for the formation of personnel review committees

Personnel review committees shall be formed by the departments and shall consist of at least 3 tenured faculty of equal or higher rank to the candidacy.

In the case of departments with fewer than 3 tenured faculty, personnel committees shall be formed by drawing additional committee members from the academic administrative unit closest to the department, typically the college in which the department is housed. In the case of a department without tenured faculty, all the personnel review committee members shall be selected in this way. The candidate's department chair is responsible for implementing this policy in consultation with the candidate. The resulting personnel committee shall seek the input of all the faculty members of the candidate's department, and this input shall be included in the committee's report. Only the tenured members of the personnel review committee shall subsequently vote.

In the case of the library, because the library serves the university's academic mission, if there are fewer than 3 tenured librarians, the tenured librarian(s) shall serve on the personnel review committee, and in consultation with the candidate, shall invite one representative selected by the faculty of each of the colleges to serve as a member of the personnel review committee. A tenured librarian shall serve as the chair of this personnel review committee. In the case there are no tenured faculty in the library, the director of the library, in consultation with the candidate, shall invite one representative selected by the faculty of each of the colleges to serve as a member of the personnel review committee. The committee shall then elect its own chair.

In the case of a promotion to professor in departments with fewer than 3 faculty at the rank of professor, the chair of the department, in consultation with the candidate, shall form a personnel review committee consisting of the department's faculty at the rank of professor and additional faculty at the rank of professor drawn from the academic administrative unit closest to the department, typically the college in which the department is housed.

Approved by Faculty Assembly, on February 23, 2017