

# **Faculty Personnel Policy**

## **Dean's Responsibilities**

1. Serve on College/Library Personnel Committee (CPC) as ex-officio, non-voting member if College decides (each fall semester)—2.10.2.
2. Assist in determination of conflict of interest regarding service of CPC—2.10.2.A
3. Initiate personnel process—2.10.3
4. Dates for initiating personnel process determined by 2.10.4.A
5. Dean must notify regular faculty of Unit of all pending personnel actions, including candidate—2.10.5
6. Dean shall make recommendation to Provost regarding a Unit's request to have Unit Personnel Committee—2.10.6
7. Receive final Unit recommendation regarding personnel matters—2.10.7.C
8. Receive all materials (Unit discussion meeting agenda, meeting minutes, post-meeting comments, candidate materials, other materials used by Unit) then forward to CPC—2.10.7.C
9. Receive recommendation from CPC—2.10.8
10. Accept or reject recommendations of CPC and, if reject, provide written reasons to candidate, Unit and CPC—2.10.9.A
11. In event of non-renewal (Reappointment of tenure), Dean must meet with appointee prior to issuance of letter notifying of non-renewal—2.10.9.D and 2.13
12. Notify appointees of decisions (renewal, promotion, and tenure) by deadline dates—2.10.4.B (December 15 or May 1)