

Faculty Personnel Policy

Unit Head/Designate Document Checklist

Candidate's Name

Proposed Personnel Action

Dates:

- _____ Unit Head/Designate creates a correspondence folder on each candidate to keep in Unit files. Recommend keeping copies of most of the following documents in that folder.
- _____ Memo or e-mail to Unit regular faculty that candidate's materials and student evaluations are available for review. Make sure candidate receives a copy.
- _____ Unit Head/Designate sends to Unit regular faculty a draft of Unit Discussion Meeting Agenda. Sample form is in workbook.
- _____ Unit Head/Designate sends to Unit regular faculty final Unit Discussion Meeting Agenda to Unit regular faculty and candidate.
- _____ Unit Head/Designate confirms with candidate whether he/she will attend Unit discussion. If not, candidate needs to complete Candidate Waiver Form. Sample form is in workbook.
- _____ Unit Head/Designate takes thorough notes (or can ask Department Secretary to do so) to aid in drafting Unit Report. No tape recording devices can be used.
- _____ Minutes of meeting prepared according to 2.10.2.B.
- _____ Unit Head/Designate sends to Unit regular faculty Post-Unit Personnel Meeting Faculty Comment Form to Unit regular faculty. Sample form is in workbook.
- _____ Unit Head/Designate drafts Unit Recommendation Report and sends to Unit regular faculty and candidate.
- _____ Unit Head/Designate finalizes Unit Recommendation Report and sends to Dean and candidate and makes available to Unit regular faculty.
- _____ Unit Head/Designate sends to Dean Unit Discussion Meeting Agenda, minutes of meeting, copies of any post-meeting comments, candidate's materials, student evaluations, and any other materials used by the Unit in the review of the candidate.