

Faculty Personnel Policy

Unit Head/Designate Responsibilities

1. Notify regular Unit faculty (tenured and tenure track) that candidate's materials teaching evaluations and other relevant materials are available for review—2.10.5
2. Call for an election of a Designate when Unit Head is unable to serve or is under consideration for a personnel action—2.10.6
3. Notify all Unit regular faculty of whom they are aware who have a Conflict of Interest as defined in 2.10.6.A that they are completely excused from all aspects of involvement and participation in Unit personnel procedures as it relates to a candidate for a personnel action with whom there is a conflict of interest.
4. Prepares a draft agenda for each candidate in the unit under consideration for a personnel action and sends it to all regular Unit faculty including candidate—2.10.7.A
5. Receive comments and proposed revisions from Unit regular faculty and provide final agenda to Unit faculty prior to meeting to discuss candidate—2.10.7.A
6. All proposed and final agenda must be retained by the Unit Head and forwarded to the Dean after the Unit has completed its work—2.10.7.A
7. Notify all Unit regular faculty who have not completed two (2) years of full-time, uninterrupted service as a unit regular faculty member, and do **NOT** have a Conflict of Interest as defined in 2.10.6.A, that they have the responsibility to engage in the Unit personnel procedures, except they do **NOT** vote—2.10.7.B
8. Call a Unit meeting to address personnel actions under consideration. More than one personnel action can be addressed at a meeting—2.10.7.B
9. Conduct the Unit meeting. Only Unit regular faculty may attend and participate—2.10.7.B
10. Allow candidate to attend Unit meeting unless candidate waives, in writing. Such waiver must be attached to the minutes—2.10.7.B
11. Assure that minutes are taken during the meeting, that they contain the date, time and place of meeting, names of attendees and the results of the Unit vote. Electronic or mechanical recording is not permitted at any time during meetings—2.10.7.B
12. Lead the Unit meeting by introducing the agenda and allow for discussion—2.10.7.B

13. Ask the candidate to leave the room at the conclusion of the discussion and before a vote—2.10.7.B
14. Once the candidate has left the room, summarize the Unit discussion and ask for further comments—2.10.7.B
15. If new information of issues are raised, Unit Head decides whether to bring back candidate for response—2.10.7.B
16. Conduct secret ballot vote of only those in attendance—2.10.7.B Note: Present via telephone is not considered “attendance.”
17. In cases of promotion or tenure, Unit Head should assure the form of motion is for promotion or tenure—2.10.7.B
18. Determine if there is a valid vote by confirming that two-thirds of the Unit faculty are present at the meeting and a majority of votes were cast (yea or nay) in response to the question. Faculty on sabbatical or approved leave of absence are not counted for determining the two-thirds quorum present or majority for purposes of votes cast—2.10.7.B
19. Following the meeting at which a vote was taken, the Unit Head shall send out a form to allow Unit faculty to respond—2.10.7.C
20. Destroy any returned comment forms that are not signed—2.10.7.C
21. Prepare draft Unit Recommendation Report (or call a follow-up meeting for more discussion)—2.10.7.C
22. Circulate the draft Unit Recommendation Report to the candidate and make available to the Unit faculty—2.10.7.C
23. Receive comments for three business days (Monday – Friday) and then finalize the Unit recommendation report—2.10.7.C
24. Issue final Unit Recommendation Report to Dean, Candidate and make available to Unit faculty—2.10.7.C
25. Forward to the Dean, the Unit discussion meeting agenda, minutes of the Unit discussion meeting (including candidate waiver, if applicable), copies of any post-meeting comments, candidate materials and any other materials such as teaching evaluations—2.10.7.C
26. Be prepared to convene the Unit faculty in the event the College/Library Personnel Committee refers the personnel action back due to new information being submitted. If this occurs, the Unit Head should realize that there are only seven calendar days for the Unit to meet, deliberate and, if necessary, take a new vote—2.10.8.A.4