

## **CLAS Personnel Committee Guidelines For Unit Heads and Colleagues**

### **Unit Recommendation Report:**

- The unit report should explain how the candidate has or has not met unit expectations for the relevant personnel action, with reference to written unit criteria in all three areas of evaluation. The unit report does not need to list the specific events/documents that the candidate presents to demonstrate meeting the standards, but should list relevant numbers that are drawn from the standards. For example, if the standard states that four peer-reviewed publications are required, then it is helpful to list the number of peer-reviewed publications the candidate presented in his/her portfolio and that are acknowledged by unit members to meet the standards.
- The unit report provides the CPC with information about the unit discussion, and should put the unit's perspective(s) into context.
- It is helpful when the unit report includes a brief boilerplate statement about unit mentoring practices or other internal formative activities.
- For contract renewals, it is helpful when the level of any unit concerns about a candidate's performance is clearly expressed in the unit report.
- For tenure cases, it is helpful when the unit report (or the unit personnel document) explains whether or not it is standard unit/disciplinary practice to count work done prior to arrival at GVSU toward achievement in all three areas of evaluation.
- For instances of early tenure or promotion, the unit report should explain the extent to which the candidate has or has not exceeded unit expectation in all three areas of evaluation. Ideally, unit personnel criteria explain what it means to "exceed" unit expectation in all three areas; if they do not, the unit report should explain the unit standard in this area.

### **Post-meeting comment forms:**

- When the unit vote is split, post-meeting comment forms (especially those that explain the minority opinion) are especially helpful to the CPC.
- The CPC prefers that post-meeting comment forms not be submitted to merely indicate agreement with the unit's recommendation.
- Post-meeting comment forms submitted by faculty members who were unable to attend the meeting and wish to comment on the candidate's case are appropriate.
- The candidate may submit a post-meeting comment form and may attach materials that address specific concerns raised in the meeting.