Title: Candidate’s Responsibilities

Date: August 2016 - Updated July 2017

Note: Section numbers below reference policy found in the Board of Trustees Policies, Chapter 4.

1. Consult with Unit Head and Dean for unit and college deadlines not set by university policy, as well as any policies unique to the unit, such as the existence and role of a departmental personnel committee, or a Designate for the Unit Head – 2.10.6

2. In cases of promotion, apply in writing to the Dean:
   - Full Professor/Senior Librarian – by March 30 – 2.10.4.A.2
   - All other promotions – two weeks before the Dean is scheduled to notify the unit of personnel actions for that semester (Deans are to send notification by mid-November) – 2.10.3

3. Prepare review materials as required by university, college, and unit policies – 2.10.5.

4. Submit portfolio of review materials, as well as past Faculty Activity Plans (FAPs), Faculty Activity Reports (FARs), and annual performance summaries to the Unit Head by first day of the semester – 2.10.5

5. Review draft and final agendas when they are distributed by the Unit Head. The Candidate may suggest items for agenda and also may propose revisions – 2.10.7.A.

6. Prepare for unit meeting to discuss Candidate’s personnel actions. If the Candidate decides not to attend the meeting, then complete the Candidate Waiver Form – 2.10.7.B.

7. Attend unit meeting. Candidate does not vote on his/her own personnel actions – 2.10.7.B.

8. After the meeting, the Candidate may submit a post-meeting comment form – 2.10.7.C.

9. Review draft and final Unit Recommendation Reports. Candidate may suggest revision to the draft report – 2.10.7.C.

10. After the Candidate’s materials are sent to the Dean’s office, the Candidate should be available to meet with the College Personnel Committee, the Dean, or the Provost if asked to do so – 2.10.8, 2.10.9, 2.10.10.

11. Final decisions are made by the Provost – 2.10.10.

Note: The procedure for appealing the Provost’s decision can be found in the Board of Trustees Policies, Section 2.13.4.