Title: Dean’s Responsibilities

Date: August 2016 - Updated July 2017

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

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 on CPC – 2.10.2.A

3. Initiate personnel process – 2.10.3
   Dates for initiating personnel process are established in personnel policy – 2.10.4.A

4. Notify Unit regular faculty of all pending personnel actions, including candidate – 2.10.5

5. Make a recommendation to the Provost regarding a Unit’s request to have a Unit Personnel Committee – 2.10.6

6. Determine, if there is a question, whether there is a conflict of interest between a candidate for a personnel action and another regular faculty member in the unit such that the faculty member must be excused from all aspects of involvement in the personnel action for that candidate – 2.10.6.A

7. Receive final Unit recommendations regarding personnel matters – 2.10.7.C

8. Receive all materials (Final Unit recommendation report, Unit discussion meeting agenda, meeting minutes, post-meeting comments, candidate materials, and other materials used by the Unit) and then forward materials to the CPC – 2.10.7.C

9. Receive recommendations from CPC – 2.10.8

10. Accept or reject recommendations of CPC and, if rejected, provide written reasons to candidate, Unit and CPC – 2.10.9.A

11. Follow process in Section 2.13 if recommendation of personnel action will result in non-renewal of employment (reappointment or tenure)

12. Communicate recommendations of personnel actions to Provost – 2.10.9
Note: Submit materials to the Provost following procedures defined by the Office of the Provost