



GSM DEPARTMENTAL PROCEDURES AND GUIDELINES FOR PERSONNEL ACTIONS

- 1. GSM DEPARTMENTAL RESPONSIBILITIES**
 - 1.1 The Department Chair**
 - 1.2 The Departmental Academic Review Committee**
 - 1.3 The School Personnel Committee**
 - 1.4 Selection of Ad Hoc Review Committee**
 - 1.5 Responsibilities of Ad Hoc Committee**
 - 1.6 Responsibilities of the Department Chair**

- 2. GUIDELINES FOR WRITING THE AD HOC LETTER**
 - 2.1 Background Section**
 - 2.2 Research Section**
 - 2.3 Teaching Section**
 - 2.4 Professional Competence and Activity Section**
 - 2.5 University and Public Service Section**
 - 2.6 Other**

1. GSM DEPARTMENTAL RESPONSIBILITIES

1.1 THE DEPARTMENT CHAIR

The **Associate Dean** is the “**Acting Department Chair**” for purposes of organizing the evaluation of all personnel actions within the GSM, and is responsible for writing the “Department Chair’s” letter for each candidate. The Associate Dean then transmits the candidate’s file and departmental letter to either the Dean or the School Personnel Committee as is appropriate for that action.

1.2 THE DEPARTMENTAL ACADEMIC REVIEW COMMITTEE

This is a standing committee of the GSM composed of all tenured GSM faculty, has the following charge (from GSM by-laws):

The Departmental Academic Review Committee will assist the Associate Dean in preparation of personnel actions by participating on individual ad hoc review committees, and by preparing the preliminary draft of the departmental letter in accordance with the APM Section 210-1-d, entitled “Criteria for Appointment, Promotion, and Appraisal” and with any additional guidelines approved by the Departmental Academic Review Committee.

1.3 THE SCHOOL PERSONNEL COMMITTEE

The SPC is composed of two GSM and one non-GSM faculty appointed by CAP, has the role of advising the Dean on some personnel actions where responsibility has been redistributed to the GSM. The School Personnel Committee members will not participate in departmental discussions of any personnel actions, which are slated to be referred to it.

The following set of procedures and guidelines is based on decisions made by the Departmental Academic Review Committee on 10/8/92.

1.4 SELECTION OF AD HOC REVIEW COMMITTEE

The Associate Dean will select an **ad hoc committee** to evaluate each candidate undergoing a personnel action in the current year. The ad hoc committee will be chosen so as to have both expertise and balance. At least one member of the Departmental Academic Review Committee will be assigned to each ad hoc committee, although in some cases a faculty member who is not on the Departmental Academic Review Committee may be assigned to an ad hoc committee.

1.5 RESPONSIBILITIES OF AD HOC COMMITTEE

The Associate Dean (perhaps in consultation with the DARC) appoints the ad hoc committee. The ad hoc report is written to evaluate the performance of the candidate and submitted to the Associate Dean. The candidate has the opportunity to review the ad hoc report and to respond in writing with comments and/or rebuttals. Note: The candidate would see the entire ad hoc report, but the authorship of the ad hoc report is confidential (i.e., unknown to the candidate). The ad hoc report, and the candidate’s written response (if there is one), are made available to the faculty as the input material for deliberations and voting on the action.

1.6 RESPONSIBILITIES OF THE DEPARTMENT CHAIR

The Department Chair, with the help of selected members of the Departmental Academic Review Committee, will read the ad hoc committee draft for errors of fact and reasonableness, and will allow the candidate to examine the factual summary for errors of fact. If necessary, the Department Chair with the help of the ad hoc committee and perhaps selected other members of the Departmental Academic Review Committee will rewrite the ad hoc committee's preliminary draft. When the departmental letter and file are in order, the Department Chair will arrange for them to be available for examination by all voting faculty prior to the faculty vote on the action.

The Department Chair, with the help of selected members of the Departmental Academic Review Committee, if necessary, will revise the departmental letter in accordance with University guidelines. The departmental letter will then be presented to the Dean of the GSM or the School Personnel Committee, as is appropriate for that action.

2. GUIDELINES FOR WRITING THE AD HOC LETTER

The objective of the ad hoc committee's letter is to facilitate and form the basis for further review by the faculty of the GSM at large. Consequently, the ad hoc committee should include an appraisal of all significant evidence, favorable and unfavorable.

The letter should be specific and analytical and should include the review committee's evaluation of the candidate with respect to each of the areas: teaching, research and other creative work, professional competence and activity, and University and public service.

2.1 BACKGROUND SECTION

A brief section stating the current rank, step, title, and departmental location of the candidate, the step being recommended, and effective date.

2.2 RESEARCH SECTION

The research section should concisely state the main subject matter or disciplinary area of the candidate's main line(s) of research. The section should specify which work is under review. That is, it should specify precisely that work which represents an increment in the candidate's research record during the review period. The section should discuss work published, work accepted for publication, and work submitted for publication during the review period, as well as work in progress.

2.3 TEACHING SECTION

The teaching section should comprehensively summarize the candidate's teaching, advising, curriculum and course development, and publishing (e.g. textbook) activities during the review period. The summary will include a standardized table of teaching evaluations as provided to the ad hoc committee. The ad hoc committee should evaluate course syllabi and other teaching materials provided by the candidate.

2.4 PROFESSIONAL COMPETENCE AND ACTIVITY SECTION

This section should discuss presentations at scholarly meetings, grant and article reviews, conference organization, positions held in professional organizations and other professional activity.

2.5 UNIVERSITY AND PUBLIC SERVICE SECTION

This section should discuss service activities including committee work, recruiting, publications oriented to practitioners, and other service activity.

2.6 OTHER

The ad hoc letter may be written and submitted jointly by the ad hoc committee, or a statement may be submitted by each member separately. The ad hoc committee members are encouraged to read carefully the University guidelines for evaluating research, teaching, and service.

Two documents, in particular, may be useful:

1. APM Section 210-1-d, entitled “Criteria for Appointment, Promotion, and Appraisal”, and
2. The annual “Call” for personnel actions.

Copies of these two documents are available from the Management Services Office (MSO).