

**PROCEDURES GOVERNING PERSONNEL  
RECOMMENDATIONS AND OTHER AGENDA ITEMS**

**[Approved by the Review and Appeals Board through December 10, 2002]**

Sec. 1. Definitions.

- (a) All references to the *Board* in this legislation are to the Review and Appeals Board.
- (b) All references to *By-Laws* are to the “By-Laws of the Academic Council.”
- (c) All references to the *chair* are to the chair of the Review and Appeals Board
- (d) All references to the *department* are to the department initiating the personnel recommendation. In cases in which a college, program, or ad hoc committee makes or joins in the recommendation, references to the department also pertain to it.

Sec. 2. Meetings and Agendas. Consistent with **Sec. 206** of the by-laws, the chair of the Board shall distribute agendas, notices, and related materials to Board members at least five days ahead of scheduled meetings. In the case of a departmental appeal of a negative recommendation of the Advisory Committee, these materials shall include a written statement of appeal. The chair shall consult with the chairs of the Advisory Committee and the department in scheduling the date and approximate time when each personnel recommendation will be reviewed. In consultation with the Academic Secretary, the chair shall establish procedures for notifying invited departmental visitors regarding the date and time they should appear and for sending them personnel materials. Departmental visitors will typically attend only for the duration of the review of the personnel recommendation they have initiated.

Sec. 3. Presentation of a Personnel Recommendation Conferring Tenure, Following a Positive Recommendation by the Advisory Committee. This section applies to both positive and negative department recommendations.

- (a) The motion on the floor is concurrence with the positive recommendation of the Advisory Committee.

## Personnel Recommendations and Other Agenda Items

(b) The normal order of presentation and discussion is as follows:

1. Identification of the referees' letters by the Academic Secretary.
2. A statement from an Advisory Committee representative on the Committee's recommendation.
3. A statement from a department representative on the department's recommendation.
4. Additional statements from other members of the department.
5. General discussion, which shall include opportunity for comment in turn on each of the three canonical categories germane to a recommendation: scholarship, teaching, and collegueship.
6. In consultation with the President or his or her designated representative, the chair may modify the normal order of the presentation.
7. The chair may establish time limits for the presentations numbered 2-4 above.

(c) The Board shall vote on the motion for concurrence by written ballot.

Sec. 4. Presentation of a Personnel Recommendation Not Newly Conferring Tenure, Following a Positive Recommendation by the Advisory Committee. This section applies to both positive and negative department recommendations. For cases not conferring tenure, there is no motion for concurrence with the recommendation of the Advisory Committee. The Board discusses the recommendation but does not vote. The normal order of presentation of the case follows that of **Sec. 3(b)** above.

Sec. 5. Presentation of a departmental appeal of a negative recommendation of the Advisory Committee. This section applies to both recommendations conferring tenure and promotions not conferring tenure.

- (a) The motion on the floor is concurrence with the negative recommendation of the Advisory Committee.

## Personnel Recommendations and Other Agenda Items

- (b) The normal order of presentation and discussion is the same as detailed in **Sec. 3(b)** above.
- (c) Deliberation on the motion will follow the “Standing Rules Governing the Appeals Procedures in the Review and Appeals Board” adopted by the Academic Council, May 8, 2001 and any other such procedures that the Academic Council may subsequently adopt.
- (d) The Board shall vote on the motion for concurrence by written ballot.

Sec. 6. Reports to the Academic Council. Pursuant to **Sec. 103** of the by-laws, the chair of the Board shall consult with the chair and vice-chair of the Advisory Committee on the form of the mandated reports to the Academic Council.

## Personnel Recommendations and Other Agenda Items