

PROCEDURE FOR ACADEMIC REVIEW OF DEPARTMENT CHAIRS

	Task	Role
	1. Creates the packet for the Department Chair academic review	Service Center Generalist
	2. Saves the Packet Department as the appropriate Dean's Office	Service Center Generalist
	3. Manages the packet, including emailing referees, adding appropriate attachments, calling the vote if required <ul style="list-style-type: none"> • The chair <u>must not</u> be added as a reviewer • The chair will not be invited to vote 	Service Center Generalist
	4. Adds the Vice/Associate Dean as a reviewer	Service Center Generalist
	5. Drafts the Chair letter (save as draft) <ul style="list-style-type: none"> • <u>Does not</u> certify the Dean letter at this point 	Vice/Associate Dean
	6. When the packet is ready for Dean's Office review, contacts the VPAA specialist for a routing exception	Service Center Generalist
	7. When a routing exception is granted, notifies the candidate that the packet is ready for his/her review <ul style="list-style-type: none"> • The candidate will be able to review all redacted elements of the packet. • The packet routes automatically after seven days 	Service Center Generalist
	8. Adds the Vice/Associate Dean as reviewer	VPAA Specialist
	9. Reviews the packet and certifies the Dean letter <ul style="list-style-type: none"> • May certify the Decision for re delegated actions 	Vice/Associate Dean
	10. Manage the packet according to policy/procedure, i.e., route to CAP, route to the Vice Provost, request additional information, and send notifications	VPAA Specialist