

PROCEDURE FOR ACADEMIC REVIEW OF DEPARTMENT CHAIRS

	Task	Role
	1. Creates the packet for the Department Chair academic review	Shared Services Generalist
	2. Saves the Packet Department as the appropriate Dean's Office <ul style="list-style-type: none"> • The Academic Department (in Profile page) remains the same 	Shared Services 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 	Shared Services Generalist
	4. Adds the Vice/Associate Dean as a reviewer and notifies him/her the packet is ready to draft the Chair Letter	Shared Services 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 of Academic Affairs
	6. For joint appointment: add the joint chair as a reviewer <ul style="list-style-type: none"> • The joint chair <u>does not</u> certify the Chair Letter • The joint chair submits the recommendation via memo or email, which will need to be uploaded to the Attachments page as Other Attachments-Redacted 	Shared Services Generalist
	7. When the packet is ready for Dean's Office review, contacts the VPAA Specialist for a routing exception	Shared Services Generalist
	8. 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 	Shared Services Generalist
	9. Adds the Vice/Associate Dean or Dean as reviewer	VPAA Specialist
	10. Reviews the packet and certifies the Dean letter <ul style="list-style-type: none"> • May certify the Decision for redelegated actions 	Vice/Associate Dean of Academic Affairs or Dean
	11. 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