

Flow chart for Chair and DPC Evaluations/Recommendations and Faculty Response/Rebuttals

Portfolio to Department Chair

- Chair receives file from Faculty member.
- If material is missing at this point the chair will request it from the faculty member and add the missing material.
- The chair will complete and sign the Faculty/Chair Checklist by doing the following:
 - 1) Adding Evaluation/Recommendation Forms: Grey for full review files and Cherry if up for promotion.
 - 2) Signature Page: light pink and non-personalized
 - 3) Copies of prior evaluations, recommendations and rebuttals if applicable
 - 4) Declaring the portfolio complete by signing the checklist.



DPC Evaluates File

- DPC evaluates file and writes their evaluation of the faculty member.
- DPC holds evaluation.

Chair Evaluates File

- Chair evaluates file and writes his evaluation of the faculty member.
- Chair holds evaluation.

Chair and DPC meet to discuss evaluations

- Chair and DPC meet to discuss evaluations OR otherwise receive and review each others evaluations in accordance with 210.000.
- The chair doesn't need to send a copy to all members of the DPC but should make available for them to view during the meeting or other appropriate time.

DPC makes their recommendation

- DPC makes their recommendation on the file and forwards to Chair who will add it to the DPC's evaluation.
- This document will be separate from the evaluation and will be signed by all members of the DPC

Faculty member receives Evaluations/Recommendations

- Faculty member receives the following:
- A copy of the Chair evaluation
- A copy of the DPC evaluation
- A copy of the DPC recommendation
- Faculty member will sign the pink signature form indicating their receipt of the above.*



Faculty member can respond/rebut

- Faculty member has the opportunity to respond/rebut the DPC's evaluation/recommendation.
- The faculty member will have the opportunity to respond/rebut the Chair's recommendation later, so the response should be directed to the DPC's evaluation/recommendation and Chair's evaluation only.
- Faculty member will sign the pink signature form when the response is added to the file. Faculty member has 10 calendar days to add response/rebuttal.

Chair makes Recommendation

- Chair will review DPC's evaluation/recommendation as well as the faculty members response/rebuttal to the DPC (if applicable) and will make the final recommendation.

Faculty member receives copy of the Chair's Recommendation

- Faculty member receives a copy of the Chair's recommendation.

Faculty member can Respond/Rebutt

- Faculty member will follow the same procedure outlined earlier to respond/rebut.

File forwarded to Dean

- Dean will review file and write the evaluation/recommendation. Recommendations and evaluations do not need to be separate documents for this level of review.

Faculty member receives copy of Evaluation/Recommendation

- Faculty member receives copy of the Dean's evaluation/recommendation.

Faculty member can respond/rebut

- Faculty member will be notified when the recommendation/evaluation is ready and will follow the same procedure outlined earlier to respond/rebut.

File forwarded to Faculty Affairs and Records

- File will be checked in. If file is complete, file will be forwarded to FPC (if applicable) or VP.
- If file is incomplete, FAR will notify department of any required missing material and department will forward to FAR.

File reviewed by FPC (if applicable)

- Faculty member will be notified when the recommendation/evaluation is ready and will follow the same procedure outlined earlier to respond/rebut.

File reviewed by Vice President

- Faculty member will be notified when the recommendation/evaluation is ready and will follow the same procedure outlined earlier to respond/rebut.

File reviewed by President

- Presidents recommendation and evaluation will be delivered to the faculty member's department on the dates indicated on the timeline.
- Terminal Year decisions are also sent certified mail to the faculty member's home.