

# AUPAC Roles, Procedures, and Processes

## Promotion and Tenure Cases

The applicant will submit one copy of her/his materials to the Administrative and Appeals Subcommittee (AAS).

The Chair of the AAS will arrange to have copies of the materials made; the copies will be kept in a secure location in the Departmental Office.

The Chair of the AAS will inform the members of the AUPAC that an application has been submitted and schedule a meeting of the AUPAC to consider the application. If multiple applications will be considered at a single meeting, applications for Associate Professor will be considered first, applications for Tenure will be considered second, and applications for Professor will be considered last (so that members of the AUPAC who are not eligible to review the latter cases can leave the meeting).

Prior to the scheduled meeting, all members of the Academic Unit Personnel Advisory Committee (AUPAC) will sign-out a copy of the materials, review it, and return that copy to the Departmental Office.

Members of the AUPAC will discuss each applicant individually and come to a decision about its recommendation. The AUPAC will make exactly one recommendation; the AUPAC “speaks with one voice”. **The deliberations of the AUPAC will be confidential; members of the AUPAC must not discuss the deliberations with anyone, including the applicant.**

Appropriate members of the AAS will draft a letter of recommendation and circulate it to the appropriate members of the AUPAC.

Members of the AUPAC will provide feedback to the AAS on the letter of recommendation. In the event of significant/substantial feedback, the Chair of the AAS will schedule a meeting to discuss the letter of recommendation.

After the letter of recommendation is finalized, it will be signed by the Chair of the AAS on behalf of the entire AUPAC.

The Chair of the AAS will submit the letter of recommendation as required by The Faculty Handbook.

## Second/Fourth Year Reviews

Currently, the *Pre-Tenure Review Policy* states that “*The PAC shall evaluate pre-tenure faculty members at the end of the second year, or at the midpoint of the pre-tenure period, whichever is earlier. At the option of the faculty member, the PAC may also perform a second pre-tenure review at the end of the fourth year.*”

Review materials should be delivered to the Chair of the AAS within three months after the end of the second year, or midpoint of the pre-tenure period, whichever is earlier.

The Chair of the AAS will arrange to have copies of the materials made; the copies will be kept in a secure location in the Departmental Office.

The Chair of the AAS will inform the members of the AUPAC that one or more such requests have been made and schedule a meeting of the AUPAC to consider them

Prior to the scheduled meeting, each member of the Academic Unit Personnel Advisory Committee (AUPAC) will sign-out a copy of the materials, review them, and return that copy to the Departmental Office.

Members of the AUPAC will discuss each case individually and come to a decision about its evaluation. **The deliberations of the AUPAC will be confidential; members of the AUPAC must not discuss the deliberations with anyone outside of the meeting.**

Appropriate members of the AAS will draft an evaluation report and circulate it to the appropriate members of the AUPAC.

Members of the AUPAC will provide feedback to the AAS on the draft report. In the event of significant/substantial feedback, the Chair of the AAS will schedule a meeting to discuss the evaluation.

After the evaluation report is finalized, it will be signed by the Chair of the AAS on behalf of the entire AUPAC.

The Chair of the AAS will present the report to the requestor as detailed in the *Pre-Tenure Review Policy*.