

Utica personnel process

Initial hire contract 2 years, requires 6 month notification prior to end of contract

Second contract 2 years, requires 1 year notification prior to end of contract

Third contract 2 years, requires 1 year notification prior to end of contract

Final contract 1 year, requires 1 year notification prior to end of contract

There is a review process for each contract.

Review process:

At the beginning of the academic year, the HR office sends a list of all tenure-track candidates up for review during that academic year to the Provost's office. The provost's office then sends a notification and timeline to each candidate, their dean, and the college-wide academic personnel committee with all deadlines for review listed.

The candidate prepares a portfolio that covers all five Board of Trustees-mandated areas of review. Two copies are prepared: one is placed in the candidate's school/college office for viewing by the dean and the departmental review committee, and one copy is placed in the HR office for viewing by the college-wide academic personnel committee and the provost.

The candidate also, if he/she chooses, identifies an advocate for their case to the college-wide academic personnel committee. This is optional, but is often done in cases that require more familiarity with the case or the area of expertise than the candidate's college representative to the committee has.

There are two parallel reviews that go to the Provost: the peer review and the supervisory review. The peer review consists of a departmental recommendation that is sent to the college-wide academic personnel committee, and from the academic personnel committee to the provost. The supervisory review is a recommendation from the dean to the provost.

The department recommendation is prepared by a small group of faculty in the area closest to the candidate's area of expertise. They may send their recommendation to the candidate for comment before sending it to the college-wide personnel committee. The college-wide committee reviews the portfolio and the departmental recommendation, talks with the advocate (if one has been designated), and develops its recommendation. This may simply be an endorsement of the departmental recommendation, or the committee may choose to write a separate document. The college-wide committee sends both the departmental recommendation and the committee recommendation to the provost. It also sends a copy of its recommendation to the candidate, their dean, and the head of their departmental committee.

The dean writes a recommendation directly to the provost. The dean has access to the candidate's portfolio, the departmental recommendation, and the college-wide personnel committee's recommendation while writing their recommendation.

The candidate sees the committee reviews, both departmental and college-wide, and may submit a reply to either recommendation directly to the provost. The candidate does not see the dean's recommendation. The provost has the candidate's portfolio from the HR office, the departmental recommendation, the college-wide personnel committee's recommendation, the dean's recommendation, and, if applicable, the candidate's reply to the recommendations, to use in formulating their recommendation to the president. The president either makes the decision and sends notification to the concerned parties in the case of a reappointment, or sends his/her own recommendation to the Chancellor for a tenure case. In either situation, the candidate's final notification is by the deadline set by the contract process.

Departmental committee – chosen via the rules/guidelines developed within the candidate's department or college

College-wide committee – consists of two tenured representatives of each college on campus and a nonvoting chair; is a committee of the Faculty Assembly. Closed committee; does not discuss its deliberations or findings outside of the parties requiring notification.

Advocate – can be any faculty member on campus chosen by the candidate