

CAS Policy: Procedures for conducting the departmental review and vote in promotion cases

To ensure a uniform process across all CAS departments that is also followed by APT and PRB, this policy specifies the chronology of three key elements concerning the departmental review and vote in promotion cases. Procedures and standards followed by individual departments may supplement these policies, but in each instance they shall occur in the following order:

First: The dossier will be made available to eligible voting faculty at least a week prior to the department meeting. The physical dossier, as a confidential document, should be kept in a secure location for eligible faculty to review and/or made accessible for viewing electronically via a secure UB Box folder.

Second: The department will meet to discuss the case/dossier. The members of the department who meet will be those specified by the bylaws. Deliberations will ordinarily not begin until all external and internal letters of evaluation have been received.

Third: The faculty will conduct a vote by secret ballot.