

Good afternoon to all department chairs who have a tenure track faculty under department-level review:

I have what I hope will be welcome news for you. Due to the (seemingly increasingly) tight timeline for the internal promotion and tenure cycle, we have been given the green light to offer you access to your candidate's portfolio/review materials in the very near future. Once access is granted, please feel free to review everything as you like, but **please refrain from beginning to craft your own review** until we know for certain that the department-level review is complete. We anticipate receiving the department committee reviews on or before October 13, but keep in mind that a 14 day rebuttal period could follow that, and if a rebuttal is submitted the department committee will need some days to craft a required written response. **The department level review will not be considered complete until we know that the candidate waives their rebuttal option, or, we are in receipt of the rebuttal and the written response to the rebuttal.**

One other note regarding your role as department chair in the p&t process – the chair is not to participate in any of the committee deliberations or side bar discussions, and should avoid any possible perception of participation at the department committee level. I am aware that some departments have a practice that allowed the chair to sit in on the committee deliberations, and that has been allowed, but as stated immediately above, the department chair may not participate in the discussion at all, ask or answer questions, offer their own views, etc.

I have also attached two items that I ask that you please keep on hand. The PowerPoint can serve as reference material for the new RPT system in myVITA, which you will be given access to in relatively short order. The other item is a word document that you will use (meaning actually edit/enter information) in order to conduct your review. We are no longer needing traditional "letters" that address research, teaching, and service (although in my view the word document can and will serve the same purpose). The same information regarding your review will be created, it will just be parsed out across a handful of sections for teaching, research, and service, with an option to offer an overall summative evaluation of each, much like the former-style letters. In sum, you will conduct your own review entirely within the attached word document, and once complete it can be emailed to both Hannah and me, please. I hope this is helpful and that you have a great weekend in store.

Alex

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