

## DEPARTMENT CHAIR REAPPOINTMENT REVIEW PROCESS

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### School of Medicine

The chair under review begins working with his/her home department on assembling the review packet. Detailed instructions are sent to the CAO and the department chair under review describing the materials needed for proper review in **April**.

The Office of Academic Personnel will solicit observations and opinions on the Chair's performance from Deans, Department Chairs, and other individuals who have had substantial dealings with the Chair. The Chair may request additional individuals be solicited for written evaluation by submitting a list of names to the Office of Academic Personnel by **July 30th**.

The department is responsible for submitting a completed dossier delineating the Chair's accomplishments to the Office of Academic Personnel **by August 31st**.

The Office of Academic Personnel presents the complete dossier to the Ad hoc committee for review.

The Ad Hoc Committee completes its review of materials and submits a signed report with recommendations to the Associate Vice Chancellor of Academic Personnel.

The Associate Vice Chancellor for Academic Personnel will meet with the Dean to discuss the draft reappointment recommendation and the review dossier. The Dean will review the recommendations to date and explore material in the dossier further if needed. The final recommendation will be for full reappointment, provisional reappointment with prescribed goals for additional reappointment, or non-reappointment.

With the final recommendation drafted, the Dean contacts the Chair to discuss the decision as it will be presented to the Committee on Academic Personnel (CAP) and the Chancellor. The Executive Assistant Dean (EAD) relates any recommendations for improvements in the management of the department at this time.

The Associate Vice Chancellor for Academic Personnel sends the Dean's decision letter with the redacted version of the ad hoc committee report and full dossier to the Vice Provost for Academic Personnel via MIV.

### Vice Provost

1. The Vice Provost for Academic Personnel forwards the School letter and a redacted Ad hoc committee report to the Committee on Academic Personnel (CAP) for review.
2. CAP reviews the recommendations and votes on the reappointment. A detailed letter of their opinion and recommendation is returned to the Vice Provost for Academic Personnel and uploaded in MIV.
3. The Vice Provost for Academic Personnel reviews the file, taking into account all recommendations, and drafts his/her recommendation on the reappointment. The case is then forwarded to the Chancellor for final decision.
4. The Chancellor forwards a written final decision and sends it to the Department Chair along with any recommendations for improved performance. Copies of the letter are sent to the Vice Provost for Academic Personnel, the Dean and Associate Vice Chancellor for Academic Personnel.