

PROCEDURES FOR ACADEMIC REVIEW OF DEPARTMENT CHAIRS [SOD-SON-SOP]

	Task	Role
	1. Creates the academic review packet for the Department Chair	Shared Services Generalist
	2. Saves the Packet Department (on the Packet page) as the appropriate Dean's Office The Academic Department (on the Profile page) remains the same	Shared Services Generalist
	3. Manages the packet, including emailing referees, adding appropriate attachments, calling the vote (if required), etc.	Shared Services Generalist
	4. Adds the Associate Dean of Academic Affairs as a reviewer and notifies them that the packet is ready for their review	Shared Services Generalist
	5. Reviews the packet and drafts the Chair Letter - Cannot certify the Chair Letter, saves as draft only <u>Does not</u> certify the Dean letter at this point	Associate Dean for Academic Affairs
	6. For joint appointment: adds the joint chair as a reviewer - The joint chair <u>does not</u> certify the Chair Letter - The joint chair submits the recommendation via memo or email, which will need to be uploaded to the Attachments page as Other Attachments-Redacted	Shared Services Generalist
	7. When the packet is ready for Dean's Office review, ensures that the Associate Dean is listed as the 'author of record' in the Additional Comments section of the Chair Letter and contacts the VPAA Specialist for a routing exception	Shared Services Generalist
	8. Ensures that the packet is complete and enables the routing exception	VPAA Specialist
	9. When a routing exception is granted, notifies the candidate that the packet is ready for their review - The candidate will be able to review all redacted elements of the packet and submit rebuttal - The packet routes automatically after seven days	Shared Services Generalist

	10. Adds the Associate Dean for Academic Affairs or Dean as a reviewer	VPAA Specialist
	11. Reviews the packet and certifies the Dean Letter • Certifies the Decision for redelegated actions	Associate Dean for Academic Affairs or Dean
	12. Manages the packet according to policy/procedure, as needed (e.g., route to CAP, route to the Vice Provost, request additional information, send notifications, etc.)	VPAA Specialist