

PROCEDURES FOR ACADEMIC REVIEW OF DEPARTMENT CHAIRS [SOM]

	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 Department's designated faculty 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 comments - Does not complete the ratings - Cannot certify the Chair Letter, saves as draft only	Department-designated Faculty Reviewer
	6. Adds the Vice Dean as a reviewer and notifies them that the Chair Letter is ready for review	Shared Services Generalist
	7. Finalizes the Chair Letter comments and adds the Chair Letter ratings as the Chair Letter's 'author of record' - Cannot certify the Chair Letter, saves as draft only <u>Does not</u> certify the Dean letter	Vice Dean for Academic Affairs
	8. 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
	9. When the packet is ready for Dean's Office review, ensures that the Vice 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

	10. Ensures that the packet is complete and enables the routing exception	VPAA Specialist
	11. When a routing exception is enabled, 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
	12. Adds the Associate Dean(s) for Academic Affairs as reviewers	VPAA Specialist
	13. Reviews the packet and certifies the Dean Letter Certifies the Decision for redelegated actions	Associate Dean for Academic Affairs
	14. 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