Personnel Case Flow Chart

IPC chair

IPC notifies faculty member that their status is under consideration and IPC obtains the candidate's information
1.) CV
2.) Syllabi of courses taught over the years.
2.) Candidate's self assessment of teaching
3.) Candidate's statement of research
4.) Candidate's statement of service
5.) List of potential external evaluators (if case is for promotion or tenure)
6.) Publications (not needed for promotions)
7.) Summary of SOOTs (optional)

At least 4 External Reviewers
(not needed for 3rd year review)

Student Advisory Committee
(IPC notifies and requests report)

Faculty
(list of all faculty members being considered)

IPC meeting
(where IPC report is put together)

Letter to candidate stating he/she has five days to review IPC Report and respond
(hand deliver to candidate)
Form 6

Department Chair
(Chair creates report)

Evaluation and recommendation
(through the Dean or Director, and this report shall be made available to the members of the Personnel Committee that considered the case, subsequent to the Committee's decision, and to the candidate)

Dean/Director
(straight to the Dean when no Dept. Chair-School of Education, Decker School of Nursing, School of Management, library)

Evaluation and recommendation
(must be made available to the members of the IPC responsible for the given case, subsequent to the Committee's decision, and to the candidate)

UPC
(blue folder)

HR
(manila folder)

Formal Review
(if requested)

UPC meeting
(Recommendation of the UPC)

Provost
(Recommendation of the Provost)

President
(to Pres: five working days after the Provost's decision)
*candidate can withdraw case up until President makes his decision.

President meets with UPC if he doesn't agree with their decision

President Decision to Candidate

Candidate signs & returns letter to Dean

School secretary does Smart Form(s):
Renewal - HR Form
P&T - Position Request and HR Form

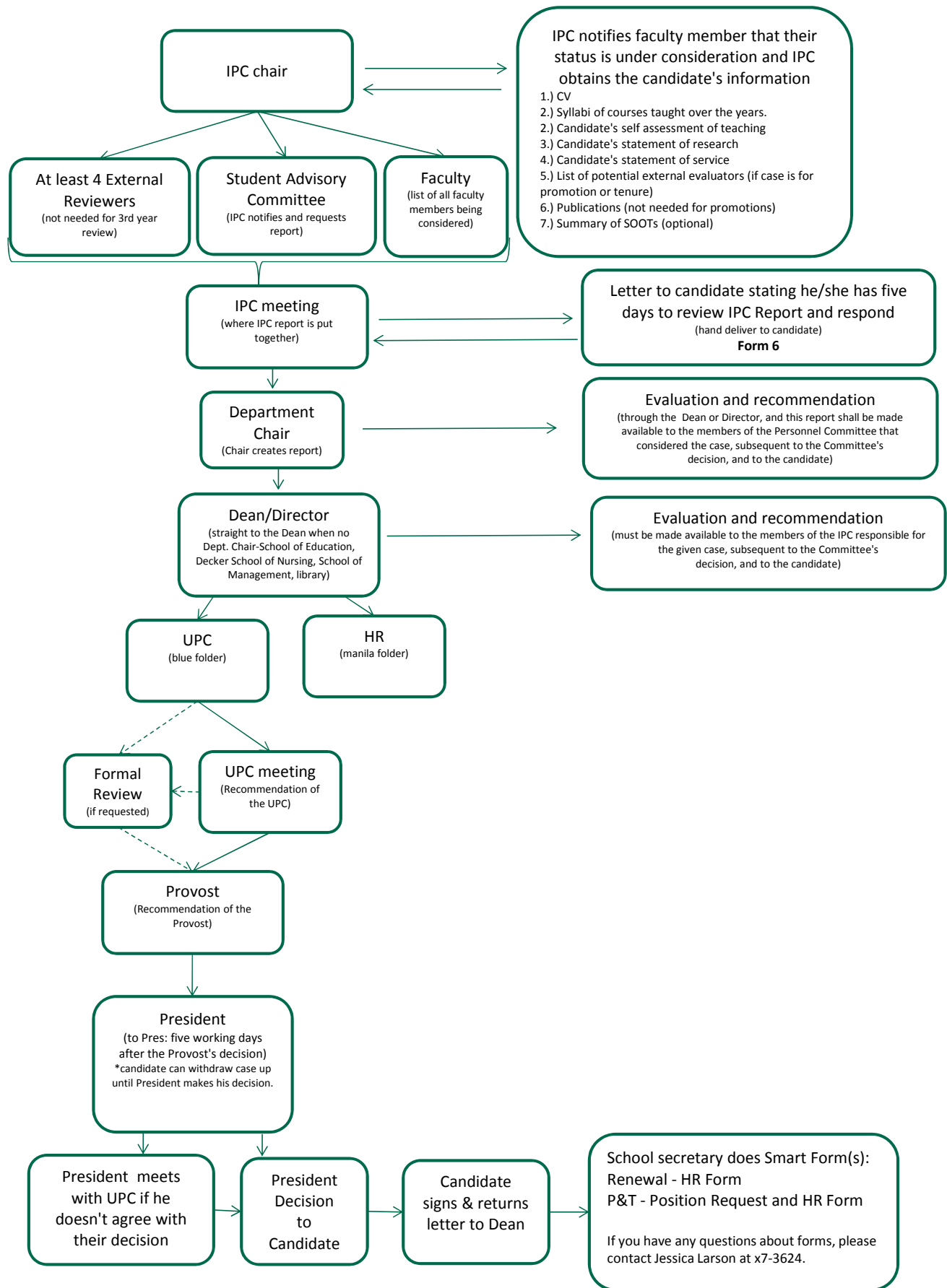If you have any questions about forms, please contact Jessica Larson at x7-3624.

All parties involved in personnel actions shall protect the confidentiality of all personnel proceedings and documents.