

Administrative Memorandum

No. 3-97
September 12, 1997

AREA COMMITTEE PRESENTATIONS

Background

In an attempt to make the North Central campus promotion process more effective, the Area Committee has adopted a procedure which will enhance the Area Committee's understanding of the contributions and qualifications of candidates for promotion. This Administrative Memorandum formalizes and implements that procedure.

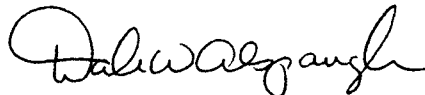
Implementation

To assist the Area Committee in the evaluation of the contributions of colleagues under consideration for promotion, and to advise the Area Committee on the standards appropriate to a candidate's discipline, the following procedure will be followed. In cases where no member of the Area Committee has a faculty appointment in the discipline of one or more of the candidates for promotion, the cognizant Primary Committee will be invited to nominate a Presenter to meet with the Area Committee prior to the discussion of individual candidates and their contributions. This process will apply to nomination for promotion to all academic ranks.

Most often, the Presenter will be the Section Chair of the candidate under consideration. However, other individuals with appropriate background may be nominated. If the Area Committee concurs with the choice of the nominee, an invitation will be issued by the chair of the Area Committee to the Presenter. If the Area Committee does not concur with the nomination made by the Primary Committee, the Chair of the Area Committee will convey the opinion of the committee and will request that another Presenter be nominated.

The Presenter will be asked to provide a written evaluation of the candidate in advance of the meeting with the Area Committee. This statement may be written by the Presenter, or it may be an expanded statement from a department head, or some other appropriate statement. The Presenter may also make an oral presentation to the Area Committee. Such oral presentations should take into account the fact that the members of the Area Committee will have had the opportunity to study the promotion document and the Presenter's written statement. The Presenter will also be invited to answer questions from the committee members. Neither substantive discussion of the candidate's case nor voting will take place with the Presenter present.

For the purposes of this procedure, discipline is understood to be interpreted in a broad sense. For example, faculty members from EET and MET would be considered as part of the Technology/Engineering discipline. Prior to issuing an invitation for the nomination of a Presenter, the Area Committee will review the academic responsibilities of all candidates for the purpose of interpreting, in the context of this process, the discipline of each candidate.



Dale W. Alspaugh
Chancellor

DWA/kst

cc: Full-time Faculty

