

## **The Committee on Academic Personnel**

### **Procedures for File Review**

Files for Personnel Action will be assigned through the electronic Advance System by the Senate CAP Analyst one week before each meeting. Most CAP members will receive between 1-2 files for review each week.

1. Review all documentation in the file. This includes the Chair's letter, the Dean's letter, the CV, intramural and extramural letters, and teaching evaluations if provided. Also be sure to review the Summary page within Advance, for information related to dates of prior personnel actions.
2. Prepare your report describing the candidate's qualifications in each area of review required by the APM for the relevant series. Faculty are evaluated on various criteria, which are balanced according to the specific series and rank. Evaluation should be specific to the period of review and should take into account the campus expectations of the relevant series, rank, and step. A bare-bones template for a CAP report is provided in the online Member Resources, and new members will hear reports during the few first meetings of the academic year. . These reports are confidential and should be destroyed after review. The Senate CAP Analyst will collect these reports for confidential shredding at the end of each CAP meeting.

Take special care writing the summary of the file as it is used as the basis for the CAP letter of recommendation submitted to the Vice Provost of Academic Affairs. The summary statement should provide a brief synthesis of the candidate's strengths and limitations, address any issues of concern and express the Committee's recommendation regarding the proposed action.

3. Present the summary and recommendations to the full Committee during the meeting in as concise but informative manner as possible. Discussions by CAP members may lead to a request for additional information, a review of the file by additional members, modification to the reviewer's initial recommendations, and possibly a recommendation to alter the action as proposed. The consensus of the group determines the final recommendation regarding each action.

In the cases when a consensus is not reached, a vote is taken.