

SOCIAL SCIENCE PEER REVIEW UNIT PROCEDURES

*(as amended in November 1990, re-adopted in October, 1995,
and amended and re-adopted in September, 1998, and again in October, 2000.)*

Chair

1. The chair will be elected annually at the first meeting of the academic year by a majority of those tenured faculty members present at the meeting.
2. The role of the chair is to call and conduct meetings and to represent the unit's decisions to the campus wide review committee. The chair will serve as an advocate of the peer review unit's decisions and make sure that the campus wide committee fully understands the reasons for the peer unit's recommendations.
3. The chair will prepare written ballots and conduct the balloting on recommendations on candidates.
4. The chair will be responsible for writing up the unit's recommendations on candidates.

Files

1. Promotion, tenure and/or review files are to be turned in to the office of the Dean of the College of Liberal Arts. The Dean's office will serve as the repository for safe-keeping and check-out of files.
2. There will be no designated "presenters" for files. It is assumed that all unit members will familiarize themselves with files.
3. Any promotion, tenure and/or review file checked out of the Dean's office must remain on campus, i.e., files are not to be taken off campus for study over weekends, etc.
4. Once a candidate has submitted his/her file to the Dean's Office, and during the time the file is under review by the Peer Review Unit, no materials may be added to the file except through the Chair of the Peer Review Unit, who will note the date and time the item was added.

Criteria

The Social Science Peer Review Unit has no special unit-specific criteria.

Meetings

1. A simple majority of tenured unit members not on leave shall be present in order for discussion of candidates to take place.
2. There will be a preliminary meeting at which discussion of candidates for promotion, tenure and/or review will take place. A non-binding straw vote will be conducted at this meeting. At the time, the chair will distribute written ballots which will be turned in at a follow-up meeting to be held one week later. At this second meeting, the chair will open and announce the final result of the balloting, including any absentee ballots.
3. Unit members will not discuss candidates for promotion, tenure and/or review with each other outside of the formal meetings which take place.
4. Once a meeting date has been established by the committee, or by the chair acting for the committee, any candidate who desires a change in date for the discussion of his/her file must present that request in writing, with rationale, to the chair. Such requests will be considered at the next scheduled meeting of the committee (or at a special meeting called by the chair) and require approval by a simple majority of the unit members not on leave.
5. All meetings will be open unless the candidate requests a closed meeting, in this case the candidate may not be present. The chair will inform candidates of their options.

Voting

1. All tenured members of the unit shall vote on the files of candidates at or below their academic rank. Unit members who are on sabbatical or other leave may excuse themselves from voting.
2. All voting will be conducted by means of signed written ballots; the results will be read at a final meeting to be held on the candidate(s).
3. Candidates for promotion, tenure and/or review shall excuse themselves from discussing and voting on their own candidacy. They may, of course, be present at discussions on their candidacy in an open meeting.
4. Relatives are covered by Regents Policy 04.03.08.

Recommendations

1. The Peer Review Unit's recommendations will be determined by a majority of those voting positively or negatively.
2. A tie vote implies no recommendation.

Minority Reports

There will be no formal minority reports, however, that does not preclude the possibility of the presentation of a written minority report to the campus wide committee.