

APPOINTMENTS COMMITTEE

Submitted 10/5/17

Charge will be reviewed and revised as necessary by committee no later than Oct. 31 each year.

The Appointments Committee oversees the preparation and review of cases for academic appointments requiring faculty approval. Preparation includes solicitation of reference letters and other documentation.

The committee meets regularly, usually in the days before each faculty meeting, to discuss the quality and integrity of cases to be voted on, and to plan activities for preparations in the following month, as well as planning for cases that will need to be brought forward later during academic year. It works closely with the department Administrator to plan in advance for renewals and promotions. Specifically, prior to the start of each academic quarter, the committee chair will review a list provided by the department administrator of the required actions for upcoming renewals and promotions. For new appointments, it meets on an ad hoc basis and follows the advice of the Search Committee on preparation of new cases to propose to the faculty.

The committee will review its charter and revise as necessary by October 31st of each academic year.