

Best Practices for College-Level Review Committees

Scope: The practices below apply only to certain college-level committees. Western Libraries and Fairhaven College of Interdisciplinary Studies do not fall under these particular guidelines because of their unique organizational structure.

Goals:

- Aligning certain college committee rules and procedures
- Reducing the potential for biased assessments
- Creating a more equitable environment across the university

Practices:

- College Deans shall neither attend nor participate in college committees tasked with ranking or evaluating faculty reviews, professional leave applications, or summer teaching and research grants. These committees provide recommendations to the college dean, for use in the dean's own evaluation afterwards.
- Committee members may evaluate and/or rank applications for professional leave and for summer teaching and/or research grants that originate in their own department, as long as the committee member has not also submitted an application during the same process. Those who apply for professional leave or for a summer teaching and/or research grant shall recuse themselves from college committees tasked with ranking or evaluating those applications for the entirety of the review process. They shall be temporarily replaced by another member of their department who does not have an application under consideration.
- Per CBA sections 7.7.2.3 and 7.8.5 committee members are not to be in the same room for any discussion of or vote on any application for tenure, promotion, or post-tenure review that involves any candidate from their own department, including themselves. They may, however, remain on the committee and engage in the evaluation of other applications.
- For tenure and promotion, the job of the college committee is to determine whether the department correctly applied the standards set forth by the college and department's UEPs. The primary review of the candidate's dossier, along with a discipline-specific evaluation of the candidate's work, takes place at the department level.