

# DEPARTMENT OF GEOLOGY

## DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS

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### Table of Contents

I.	PREAMBLE .....	1
II.	GEOLOGY DEPARTMENT MISSION STATEMENT .....	1
III.	QUORUM.....	1
IV.	DEPARTMENT MEETINGS .....	1
V.	PERSONNEL COMMITTEE .....	1
VI.	CRITERIA AND STANDARDS FOR REAPPOINTMENT, TENURE, AND PROMOTION.....	2
	A. Teaching .....	2
	B. Scholarship .....	5
	C. Service.....	7
	D. Reappointment.....	8
	E. Tenure .....	8
	F. Promotion to Associate Professor .....	9
	G. Promotion to Professor and Professor Salary Adjustment .....	9
VII.	REAPPOINTMENT, TENURE, AND PROMOTION PROCEDURES .....	9
	A. Promotion.....	9
	B. Reappointment and Tenure.....	10
VIII.	SELECTION OF NEW FACULTY AND STAFF.....	10
IX.	SELECTION OF CHAIRPERSON .....	11
X.	FACULTY RETRENCHMENT.....	11
	Appendix I.....	13
	Appendix II.....	14

# DEPARTMENT OF GEOLOGY

## I. PREAMBLE

This document describes the personnel policies and procedures for the Department of Geology as written by the Geology Personnel Committee and approved by the Department's regular faculty.

## II. GEOLOGY DEPARTMENT MISSION STATEMENT

The objectives of the Geology Department are to: 1) provide nonmajors with the necessary background and critical thinking skills to make informed decisions about earth systems-related problems; and 2) provide majors with the opportunity to obtain an excellent geologic education that will prepare them for post-baccalaureate training in graduate school and/or careers in either the public or private sectors of the economy. To this end, the Geology Department places a high value on maintaining a rigorous program of study that incorporates original research into the undergraduate curriculum. The personnel procedures presented herein are intended to reward faculty for helping the Department as a unit to achieve these goals.

## III. QUORUM

The nearest whole number larger than one-half of the Committee shall constitute a quorum for transacting business.

## IV. DEPARTMENT MEETINGS

The Department Chairperson shall convene Department meetings at least once a month, to discuss matters affecting the Department and to review reports from the various committees. Minutes must be recorded for all Department meetings and disseminated appropriately following each meeting. These meetings shall consist of the Department Chairperson, all regular faculty, and the Executive Secretary. Temporary faculty may be invited to attend, based on the meeting's proposed agenda.

## V. PERSONNEL COMMITTEE

The Personnel Committee shall consist of all Geology Department regular faculty. A Personnel Committee member may not participate in any personnel matters related to spouse or self, or for which there is any other apparent or real conflict of interest. The Personnel Committee is charged with evaluation of personnel matters, reporting in an advisory capacity to the Department Chairperson. The Personnel Committee shall also review and revise Department policies and procedures periodically as specified by the CMU/CMUFA Agreement (*Agreement*). The nearest whole number larger than one-half of the Personnel Committee shall constitute a quorum for transacting business.

The Department Chairperson will serve as the Personnel Committee Chairperson, and is responsible for keeping the Department's written policies up-to-date. The Personnel Committee Chairperson will transmit to the appropriate office: 1) the recommendation and the vote totals of the Personnel Committee as determined by a secret ballot; 2) a summary of the discussion of the Personnel Committee; 3) the recommendation of the chairperson of the Personnel Committee; and 4) a minority report, which may be written by any member of the Personnel Committee. In the event that the Chairperson or the Chairperson's spouse is the candidate under discussion, the Personnel Committee shall elect a replacement who will carry out the Chairperson's duties as aforementioned. The candidate under consideration for a personnel matter may address the Personnel Committee on one's own behalf, but may not participate in the Committee's discussions or decisions.

## **VI. CRITERIA AND STANDARDS FOR REAPPOINTMENT, TENURE, AND PROMOTION**

### **A. Teaching**

In keeping with the mission of the university and the goals of the Department, high-quality teaching is a most critical factor in evaluating faculty for personnel decisions. In order for teaching to be evaluated, a candidate must provide documentation of teaching performance that addresses teaching activities and student learning outcomes while associated with CMU. It is the responsibility of the Chairperson of the Department of Geology to discuss with the candidate any serious student or peer complaints of the candidate's teaching of which the Chairperson is aware and have been previously documented and to bring these to the attention of the Department Personnel Committee after these have been discussed with the candidate. Any comments must be in writing and included in the portfolio. The candidate must be afforded the opportunity to respond to any written comments.

#### **1. Required Documentation**

Results of the standardized Student Opinion Survey (SOS) instrument must be included, discussed in the narrative and compared with the Department and college SOS averages. Other available benchmarks may also be used. The departmental standardized template available from the Department office professional (Appendix I) must be used. Courses that should be included are those published in the semester course schedule, with exception of Senior Thesis or Independent Study courses. SOS Individual Opinions (written comments) must be submitted with the supporting materials, either as originals, condensed photocopies, or typed by the office professional. If the instrument is not administered for each course, if results represent the opinions of less than a majority of students enrolled in the course at the end of the first drop/add period of a given semester, or if written comments are not available, then a satisfactory explanation must be

provided.

The Department of Geology recognizes the importance of research by the undergraduate student in the overall development of a well-rounded and prepared geoscientist. Thus, the candidate must include documented evidence of supervision of undergraduate research projects, which may be related to various major's courses, to independent study or senior thesis projects, or to other activities. Evidence should include the name(s) of student(s) supervised, the type of project (course-related, independent study, senior thesis, etc.), and any outcomes such as student grant proposals, funded grants, awards, presentations, theses, manuscripts or publications that substantiate the quality of the student research. Candidates also may submit student evaluations of the research experience as supplemental documentation.

In addition to the above information, the candidate is required to develop and submit examples of normal course materials as part of her/his teaching portfolio that may provide evidence of modern, high-quality instruction.

## **2. Supplemental Documentation**

Whereas the required documentation may provide evidence of high-quality teaching, the Department of Geology also recognizes that there are numerous other activities that faculty members may use to further document the quality of their instruction. The teaching portfolio may contain, but not necessarily be limited to, the following:

### **a. Assessment**

Assessment of student learning is valued by the Department, and the results of such assessment may be presented as supplemental evidence of high-quality teaching. Examples of assessment activities may include, but are not limited to:

- (1) Results of "entrance and exit" tests that evaluate the essential knowledge acquired in a course;
- (2) Sequential annotated course outlines, showing the evolution of a course, especially with regards to new additions to the content of the class;
- (3) Results of capstone questions in courses;
- (4) Performance of majors taking the National Association of State Boards of Geology (ASBOG) standardized test or equivalent, or of selected questions from standardized tests administered at the end of an upper-level class, if appropriate;

- (5) Performance of senior thesis students in their thesis defense based on the approved departmental thesis assessment rubric.

**b. Additional Teaching-Related Activities**

The Department of Geology also recognizes and supports involvement in other activities that may serve to enhance the quality of teaching. Examples of such activities include, but are not limited to:

- (1) New course development, significant course revision and/or improvement, development of new class or lab exercises, and constructing, developing, or acquiring new teaching tools;
- (2) Manuals, computer programs, web pages, field guides, and other teaching aids developed by the candidate;
- (3) Participation in professional short courses, workshops, conferences, technical sessions, field trips, and other professional development activities that may enhance appropriate instructional content and pedagogy;
- (4) Evidence of implementation or development of successful teaching techniques;
- (5) Addition of innovative pedagogy or of technological improvements in a course.

**c. Additional relevant documentation for teaching quality may include:**

- (1) Letters from students or alumni as to the helpfulness of course and teaching methods;
- (2) Honors/awards for teaching;
- (3) Demonstrated success of advised students in graduate school and/or professional career;
- (4) Other relevant activities that can be documented.

The candidate also may request members of the geology faculty or other persons with appropriate qualifications to evaluate the candidate's teaching competence and include such evaluations in the portfolio.

**3. The Department Standard for Teaching**

In order for the candidate to meet the Department standard for teaching effectiveness, the candidate must demonstrate evidence of high-quality teaching. This must be based on the required documentation, and should

be complemented with supplemental documentation. Exemplary performance is demonstrated by outstanding teaching and student learning as evidenced by classroom performance and student comments, significant supervision of student research, and other measures as illustrated by the above categories.

## **B. Scholarship**

In accordance with core values and goals of Central Michigan University and the Department of Geology, the quality of the scholarly and creative activity is paramount. In all cases, the candidate shall be judged on the basis of the quality and quantity of their scholarly and creative activity, as demonstrated by their publication record. Because of the nature of different disciplines within the broad framework of geology, the following Workload Considerations and Required Documentation are essential for making a reappointment, tenure, or promotion decision.

### **1. Workload Considerations**

The geology curricula are laboratory intensive, which yield a high ratio of contact, preparation, and grading hours to credit hours. In keeping with the *Agreement* that defines the instructional portion of a faculty member's full-time workload to be 9-12 hours/semester, the Department of Geology will assign comparative teaching loads that reflect the research and service activities of the individual faculty members. Consequently, scholarship should be evaluated within the framework of a candidate's overall performance including all teaching activities and student research supervision relative to the normal workload mentioned above, as well as all service activities of the candidate. Adjustments to teaching loads require approval by the dean as stipulated in the *Agreement*.

### **2. Required Documentation**

In order for scholarly and creative activity to be evaluated, a candidate must provide a portfolio demonstrating accomplishments that address the quality and quantity of scholarly and creative activity during the pre-tenure or in-rank period. The candidate will provide evidence as an independent scholar and of an active research program at CMU through accomplishments indicative of scholarly productivity such as professional presentations, publications, competitive, funded external grants, or proposals for internal or external funding. In order to demonstrate the high quality of the scholarship, the candidate must clearly document her/his contributions to publications and/or grants, and from the standpoint of quality and readership, must clearly document the characteristics of the journals in question using factors such as acceptance rates, impact factors, number of citations, etc. In all cases, principal authorship of any significant

externally refereed and funded competitive grant or contract shall be considered to be equivalent to a high quality journal article. In certain cases, multiple publications in lesser journals, funded grants where the candidate is not the principal investigator, patents, book authorship or book chapters, columns in disciplinary publications, geologic maps and/or field guides (published by respected publishing firms or government agencies) may be considered to be equivalent to one or more major journal articles. In making the case for equivalency, the burden is upon the candidate to demonstrate how such works make a significant contribution to the discipline. External review is one means that a candidate might use in support of a claim of equivalency.

The portfolio also should document evidence of other activities such as:

- a. Research with students
- b. Funded internal (CMU) grants and/or awards
- c. Efforts related to unfunded external grant submissions
- d. Organization of sessions at conferences (relevant to the candidate's research or creative activity)
- e. Collaboration with scientists in other departments or at other universities/research organizations
- f. Review of grant proposals or journal manuscripts
- g. Other relevant activities that can be documented

### **3. Optional External Review Procedure**

If a candidate chooses to include an external review as part of one's portfolio, the candidate must provide the Department Personnel Committee with a list of at least six prospective external reviewers and a brief explanation of why those reviewers are especially well qualified to provide an objective review of the candidate's work. The recommended reviewers must not have any conflict of interest related to assessing the quality of the work of the candidate. The candidate may designate persons they would prefer not to review one's work, but must indicate why a particular person should not be an external reviewer. The Department Personnel Committee will review and accept or reject the candidate's recommendation. The Department Personnel Committee may suggest additional (and/or alternative) reviewers as deemed necessary. In case of unresolved differences of opinion between the candidate and Personnel Committee, the Department Chairperson and Dean will resolve the conflict and provide the names of the potential reviewers.

Three to six months prior to the Fall deadline for tenure/reappointment applications in the Department office, or three months prior to the Spring deadline for promotion, candidates who choose external review will submit a list of prospective reviewers to the Department Personnel Committee. At

this time, the candidate also will submit the file of published papers (and/or their equivalents; preferably in electronic form) to be reviewed. The Department of Geology will contact prospective external reviewers to request reviews within the following two weeks (see example in Appendix II). Each reviewer will be sent the same file of material to review, but will be instructed to evaluate only the quality of the submitted materials that fall within the reviewer's field of expertise. External reviews will be due in the Department office one month before the deadline for reappointment/tenure/promotion applications. The Department will retain each original review letter and give a copy of each to the candidate, who then shall have the opportunity to submit a written response to the reviews. All external reviews and any response from the candidate shall be included in the reappointment/tenure/promotion application packet.

#### **4. The Department Standard for Scholarly and Creative Activities**

Publication of at least three highly reputable, competitively-refereed publications (or their equivalent as defined in Section VI.B.2) is normally expected for tenure or promotion. It is further expected that the candidate is the principal author of at least one of the above publications. Under unusual circumstances, it is possible for a candidate to meet the standard by publishing fewer than the three articles as described above. These circumstances might be based upon extraordinary accomplishment in scholarly publication and/or successful extramural funding. The burden is upon the candidate to demonstrate extraordinary accomplishment. External review of scholarship is one means which a candidate might use in support of a claim of extraordinary accomplishment.

In addition, a candidate is expected to demonstrate significant accomplishment in other activities such as those listed in Section VI.B.2.

It is the responsibility of those at each level of review, beginning with the Department, to make an independent evaluation and judgment of the quality and quantity of the candidate's scholarly work for the period in rank. This evaluation shall be based on the entire research portfolio, including any external review materials if submitted by the candidate.

#### **C. Service**

The candidate is expected to participate fully in the life and governance of the institution and in one's profession. Institutional service shall include active participation in Department, college, and university committees, task forces, or functions. Other evidence of service may include academic advising, advising student organizations, and/or alumni/development activities. Where appropriate, maintenance of departmental laboratories, collections, or facilities also shall be considered as evidence of service. Active participation in Department, college and



university functions shall count in lieu of committee service, if approved by the Department. Evidence of the quality and quantity of participation is required.

The candidate also is expected to actively participate in professional service activities and/or in appropriate professional organizations. Such service may include chairing sessions, organizing meetings and/or symposia, serving on committees or task forces, serving as editor or reviewer of manuscripts for professional journals, reviewing grant proposals for external agencies, or serving as an outside reviewer of candidate promotions and theses and dissertations. Other service of a professional nature also will be considered.

### **1. The Departmental Standard for Service**

In order for the candidate to meet the Department standard for service, the candidate must demonstrate active participation in Department committees, and service on at least one college and one university committee during the period under consideration. The candidate also is expected to provide documentation of professional service activities and/or active participation in appropriate professional organizations. All evidence submitted must document the quality and quantity of service, and may be complemented with supplemental documentation. For promotion to professor or professor salary adjustment, the candidate also must demonstrate successful leadership activities. Exemplary performance is demonstrated by exceeding the level of service described above.

### **D. Reappointment**

As the candidate proceeds through the pre-tenure period, the candidate's teaching, scholarly and service activities shall be judged by the Department on the progress made in all areas of performance towards achieving the requirements for tenure as demonstrated by the portfolio. Progress shall be evaluated proportionally to the time in rank during the candidate's pre-tenure period.

### **E. Tenure**

To achieve tenure, it is expected that the candidate must meet the departmental standards for teaching, scholarship and service. In addition, it is also expected that the candidate will demonstrate promise for continued professional growth and independent scholarship as evidenced by the development of an accomplished research agenda which is clearly grounded in the CMU environment.

The Department Personnel Committee may recommend that a candidate for tenure initiate the option of external review. The Chairperson of the Department of Geology also may ask the Department Personnel Committee to make such a recommendation to the candidate. The candidate also has the option of unilaterally initiating the external review process. Regardless of the circumstances, it shall

remain the candidate's option to initiate the external review process. If external review is chosen by the candidate, the procedures outlined in Section VI.B.3. shall be followed.

**F. Promotion to Associate Professor**

The requirements for promotion to Associate Professor shall be those needed to obtain tenure. (Promise is not a criterion for promotion, however.)

**G. Promotion to Professor and Professor Salary Adjustment**

It is expected that candidates for promotion to Professor or Professor Salary Adjustment will continue to develop and demonstrate a level of sustained performance in teaching, scholarship and service that reflects the promise associated with an earlier tenure and promotion decision. The work presented should demonstrate both high quality and a high level of professional maturity above those standards that justified the awarding of tenure and/or promotion to Associate Professor, or the initial appointment at the rank of Associate Professor. It is also expected that such candidates will have demonstrated high quality leadership in service activities.

**VII. REAPPOINTMENT, TENURE, AND PROMOTION PROCEDURES**

The promotion, reappointment, and tenure policies of the Department of Geology may not contradict or conflict with the University policies as outlined in the most recent *Agreement*. The following guidelines and schedules pertain only to the Department of Geology.

**A. Promotion**

To initiate promotion procedures the candidate must submit a request in writing to the Chairperson of the Personnel Committee asking for a promotion review. The candidate is responsible for determining the time of one's initial eligibility for promotion and submitting all materials for evaluation to the Personnel Committee Chairperson by the dates specified in the current *Agreement*. The candidate may add or subtract materials from the packet until one week prior to the scheduled meeting of the Personnel Committee. The Chairperson will then ask the Personnel Committee to convene and evaluate the candidate's request. The vote shall be conducted by secret ballot and the decision determined by a simple majority. The Chairperson will meet with the candidate to discuss the review. If after meeting with the Chairperson the candidate wishes to pursue promotion, the Chairperson shall prepare a summary of both favorable and unfavorable viewpoints regarding the candidate. The Personnel Committee members then will initial the authenticity of these statements. This will be forwarded by the Chairperson to the Dean's office and becomes a permanent part of the candidate's personnel file at CMU. In

the case of a negative decision, the candidate may follow the appeal procedures in the *Agreement*.

## **B. Reappointment and Tenure**

Each non-tenured faculty holding a tenure track position will be reviewed by the Personnel Committee in accordance with guidelines in the current *Agreement*. The standard for reappointment shall be a judgment by the Personnel Committee, and subsequent reviewers, that the candidate is making acceptable progress towards tenure and promotion. After discussion of the candidate's credentials, the Personnel Committee shall vote by secret ballot for reappointment or non-reappointment, with the decision being determined by a simple majority. In the event of a tie or split vote, the Chairperson shall prepare a summary of both favorable and unfavorable viewpoints regarding the candidate. The members of the Personnel Committee will initial the document to authenticate the statements. The results of the review and the vote, along with recommendations and justifications for the recommendation, will be forwarded to the candidate. The Chairperson will arrange to meet with the candidate to discuss and clarify the review. A positive decision with the vote tally, the summary, plus minority reports, will be forwarded to the Dean in accordance with the schedule outlined in the *Agreement*. In the case of a negative decision, the candidate will be allowed five working days to file an appeal with the Chairperson. If no appeal is filed, the Chairperson will notify the Dean of the Department's decision along with the vote tally in accordance with the schedule outlined in the *Agreement*. If an appeal is filed, the Chairperson will convene the Personnel Committee within five working days of receipt of the appeal of reevaluation of the candidate and a second vote. The candidate may state one's case directly to the faculty at this meeting. In case of a second negative decision, the candidate may not appeal again at the departmental level, but may follow appeal procedures at higher levels as outlined in the *Agreement*. The results of the second vote must be related to the Dean, according to schedule.

## **VIII. SELECTION OF NEW FACULTY AND STAFF**

The Selection Committee shall be a committee of the entire regular faculty, and the Chairperson of the Department shall serve as the Chairperson of the Selection Committee. The Selection Committee shall solicit applications and present suitable candidates (to the faculty) for their selection by majority vote.

In the event of an emergency, when a majority of the Selection Committee is not available and prompt action is necessary, the Chairperson may, after consultation with available faculty, select the necessary new faculty or staff. In the case of a permanent appointment, the Chairperson must follow priorities established by the Selection Committee for the position in question. In either case, the Chairperson shall forward the Department's recommendation to the Dean for appropriate action.

## **IX. SELECTION OF CHAIRPERSON**

In the event of a vacancy in the position of Chairperson, the Dean of the College must be notified. The Selection Committee is encouraged to meet with the Dean prior to initiating any process for selection of the chair. There are two distinct situations regarding the selection of a new Chairperson for the Department:

1. The Chairperson is recommended from the ranks of existing CMU geology faculty; and
2. The Chairperson is recommended from outside the University.

In either case, and allowing for an exception where an interim chair might be appointed, the minimum rank for Chairperson shall be Associate Professor. If the Chairperson is chosen from within the ranks, it will be by majority vote of the faculty following normal nomination procedures. If a candidate is sought from outside the University, the procedure will follow that normally used to secure faculty, including a national search for appropriate candidates. If a national search is conducted, the Selection Committee must remember that programmatic as well as administrative needs must be met. The Department then recommends its candidate to the Dean and the Provost.

The Chairperson shall be subject to formal review at regular intervals as required by the *Agreement*, and biannual informal evaluation by Department faculty. The latter evaluation shall be initiated by the Chairperson, with comments collected and collated by a faculty member chosen by the Chairperson, and the summary evaluation forwarded to the Dean. The purpose of this evaluation is strictly to identify and deal with problems and potential problems related to the effectiveness of the Chairperson. Formal review of the Chairperson may also be initiated at any time by a majority vote of the faculty, or at the behest of the Dean.

## **X. FACULTY RETRENCHMENT**

- A. In the event a reduction of faculty is necessary, the Department will conduct its review according to the *Agreement*. Any reduction will be accomplished by considering the viable options in the following sequences:
1. Leave unfilled any vacancy caused by retirement, resignation, or some form of natural attrition;
  2. Not consider additional appointment for a faculty member then serving on a temporary appointment in a regular position;
  3. Reconvert graduate assistantships earlier established by the conversion of any faculty position(s) to graduate assistantships; or

4. Non-reappointment of a non-tenured faculty member serving on a regular appointment.
- B. In the event retrenchment requires termination of tenured faculty, procedures within the *Agreement* will be observed.
  1. Appeals in this instance shall be subject to procedures within the *Agreement*.
- C. The Department feels that the present processes and criteria are adequate to use in personnel recommendations resulting from retrenchment.

.....  
Passed by secret ballot, August 16, 1972  
Amended January 30, 1974  
Amended May 3, 1974  
Amended September 28, 1978  
Amended March 22, 1979  
Amended December 11, 1992  
Amended February 12, 1993  
Amended February 19, 1997  
Amended December 2, 2005  
Amended May 3, 2007  
Amended August 23, 2007

APPENDIX I																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
		Course devel.	First prep.	Course rev.	GPA ave.	N	Resp.	% Resp.	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
<b>Fall 2003</b>	GEL xxx																
	CPS xxx																
	GEL xxx																
	Dept																
	College																
<b>Spring 2004</b>	GEL xxx																
	GEL xxx																
	Dept																
	College																
<b>Fall 2004</b>	GEL xxx																
	GEL xxx																
	GEL xxx																
	Dept																
	College																
<b>Spring 2005</b>	GEL xxx																
	GEL xxx																
	Dept																
	College																
<b>Fall 2005</b>	GEL xxx																
	GEL xxx																
	GEL xxx																
	Dept																
	College																

- Column 1 Semester of teaching.
- Column 2 Courses taught (in GEL or other departments).
- Column 3 Is this a newly developed course? Answer yes or no.
- Column 4 Is this your first time teaching this course? Answer yes or no.
- Column 5 Have you made course revisions this semester? Answer yes or no.
- Column 6 Provide the average class grade.
- Column 7 Provide number of students registered in the class.
- Column 8 Provide number of students who responded to SOS.
- Column 9 Percentage of respondents to SOS.
- Column 10 to 1 Provide the averages for SOS questions Q1 to Q8.

SOS questions:

- Q1 Instructor's teaching helped me learn
- Q2 Treated students with respect
- Q3 Accessible to students
- Q4 Organized course well
- Q5 Presented course material well
- Q6 Seemed well prepared
- Q7 Was enthusiastic about subject
- Q8 Overall instructor effectiveness

## APPENDIX II

### REAPPOINTMENT, TENURE, AND PROMOTION EXTERNAL REVIEW PROCESS

Following the process outlined in Section VI.B.2-3 of the Department of Geology bylaws, the Department shall be responsible for soliciting external recommendations from those reviewers identified by the candidate and approved by the tenure/promotion committee. The solicitation request for an external recommendation shall include the following language:

You have been identified as a potential external reviewer in the case of (candidate's name)'s tenure and/or promotion review. The purpose of the external review is to have you evaluate the candidate's record in the area of scholarly and creative work. We are not asking you to judge whether or not the candidate should be given tenure/promotion, but to evaluate *only the quality* of the candidate's scholarly work based on the materials provided to you. In cases where the candidate's work may be wholly or in part beyond your field of expertise, we are asking you only to evaluate those materials or portions of them that fall within your field of expertise. Should you choose to participate in this external review process, you should be aware of the following:

- ✍ External letters of recommendation shall be made part of (candidate's name)'s tenure/promotion file.
- ✍ Following a decision on the applicant's tenure/promotion, all review letters and documents shall be returned to the faculty member.
- ✍ Those who will have access to your letter of recommendation include:
  - (candidate's name)
  - the departmental tenure/promotion review committee
  - the department chairperson
  - the college-level review committee
  - the college dean
  - the provost
  - the University President
  - any and all other relevant administrators or faculty members who participate in the review process
- ✍ Central Michigan University shall not release the external letters of reference to the public except as the University deems it necessary to comply with law, court order, subpoena, or pursuant to any legal, administrative, or arbitration proceeding.

It must be understood that Central Michigan University is a public institution, and there may be circumstances under which CMU is compelled to release external recommendations.