

# Checklist for the Chair of the Department Chair's Committee (2024-2025)

Updated, Fall 2024

- During an initial planning meeting, the following discussions should take place:
  - A chair was elected during the Spring 2024 semester. The chair should be able to complete and advance the Watermark workflow. If not, or if the chair changes, email [facultyactivitydata@kennesaw.edu](mailto:facultyactivitydata@kennesaw.edu).
  - Remind committee members that maintaining confidentiality is a professional obligation of all members. E-mail is not a confidential medium, so confidential discussions should not take place by email. Confidential files may be exchanged using OneDrive.
  - Set up future meeting times and dates.
  - Faculty members going up for a review should not serve on the committee, and no person can participate in more than one stage of the review process.
- During the time frame of September 17-October 4, the committee deliberates about promotion and tenure recommendations for Department Chairs.
- By October 4, a letter containing the committee's recommendation which includes a detailed statement of their assessment of observed strengths and weaknesses is placed in the portfolio via the digital workflow. The faculty member receives an email notification via the system, and they can view the committee's recommendation letter in the electronic system. The faculty member's 10-day response window begins.

## Committee Voting

- Since the committee must make a recommendation, a voting member must cast his or her vote unless there is a conflict of interest. When there is a conflict of interest, a voting member must disqualify himself/herself prior to the discussion of that portfolio and shall not be present for the discussion or vote on that case. Disputes regarding whether a committee member has a conflict of interest will be forwarded to Academic Affairs. All committee votes are to be cast by secret ballot. Potential ethical indiscretions during the process may also be directed to Academic Affairs.

## Optional Faculty Member Response

- Within 10 calendar days from the review recommendation at each level (date advanced in the electronic system), the faculty member has the right to respond to a committee's or administrator's recommendation and justifications by submitting a letter into the electronic workflow. This response will become part of the portfolio that will be forwarded to the subsequent levels of review. The response letter should address the interpretation of the information in the portfolio, but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter.

Note: Department P&T guidelines are understood to be primary in promotion and tenure recommendations. Recommendation letters need to reference department P&T guidelines in justifying their recommendations.