MEMORANDUM

TO: Raymond Hall, Chair, Academic Senate  
FROM: David Low, Chair, University Personnel Committee  
DATE: September 26, 2023  
RE: APM 301: Policy and Procedures on the Appointment of Tenure-Track Faculty  
 including the Award of Service Credit

On September 25, 2023, the Academic Senate voted to allow department chairs to serve of faculty search committees. APM 301 was amended accordingly on the floor, and several Senators noted that this produced consistency problems elsewhere in the policy. Rather than trying to locate and resolve each such issue on the Senate floor, a motion was made to have the chair of the University Personnel Committee “wordsmith” any consistency problems in the policy. Notably, APM 301 was not being returned to committee and would retain its position atop the Senate’s docket.

Below, each instance of “department chair” appearing in APM 301 (the redlined version provided by Vice Chair Crowell, with new modifications made by D Low) is laid out, with notes explaining how the wording was either maintained or modified for internal consistency.

1. III.2 – **Left the wording as is,** as the recommendation process described here will not be affected by having a dept. chair serve on the search committee. Procedurally, the dept. chair will still receive the committee’s recommendation.
2. Footnote 2 (III.3) – **Left the wording as is, as it was recently amended on the Senate floor.**
3. III.4 – **Added a clause stipulating that if not part of the search committee, the dept. chair will write a separate recommendation from the committee. If serving on the search committee, the dept. chair’s recommendation will be the committee’s recommendation.**
4. III.8.d – **Left the wording as is,** as the search committee chair will meet regularly with the dept. chair regardless of the latter’s inclusion on the search committee. If the dept. chair is also the search committee chair, no external “keeping informed” will be necessary.
5. V.1 – **Left the wording as is,** as the vacancy announcement and recruitment plan will still be subject to approval by the dept. chair regardless of their inclusion on the search committee.
6. IX.D.3 – **Left the wording as is,** as dept. chairs will still be consulted in the event there is “significant information which may have a bearing on the candidate’s potential employment” regardless of their inclusion on the search committee.
7. X.2 – **Left the wording as is,** as the dept. chair must still review and approve campus invites regardless of their inclusion on the search committee. If the dept. chair is also the search committee chair, they will still submit the Tenure Track Faculty Recruitment Authorization for On-Campus Visit form.
8. XI.4 – **Left the wording as is,** as procedurally, the dept. chair will still receive the committee’s recommendation, regardless of their inclusion on the search committee.
9. XI.5.paragraph 1 **– Added a clause stipulating that department chairs, if serving on the search committee, shall consult with the AVP of Faculty Affairs in the event a difficulty arises concerning nomination(s).**
10. XI.5.paragraph 3 – **Added the antecedent “If not part of the search committee” to describe an instance where a dept. chair forwards a competing recommendation to the dean.**
11. Footnote 32 (XI.5) **– Removed “search committee” to avoid role confusion. It is the department chair’s responsibility (regardless of their inclusion on the search committee) to notify a candidate that their name has been recommended to the dean and ask them if they are still interested in the position.**
12. XI.7 – **Added a clause stipulating that, in the event a dept. chair is also a search committee chair, and a dean does not concur with the search committee’s rankings, the dean must meet with the entire search committee, rather than simply meeting with the dept./search chair.** This is to provide a level of accountability beyond a single person.
13. XI.8 – **Left the wording as is,** as the dept. chair is still responsible for determining terms & conditions of a competitive offer, regardless of their inclusion on the search committee.
14. XI.10 – **Added a clause stipulating that, in the event a dept. chair is also a search committee chair, the dean must consult with the entire search committee to discuss terms and conditions of employment.** This is to provide a level of accountability beyond a single person.
15. XI.11 – **Added a parenthetical subclause stipulating that, in the event a dept. chair is also the search committee chair, the dean must discuss with the entire search committee the dean’s decision to reject all the committee’s nominations.** This is to provide a level of accountability beyond a single person.
16. XII.10 – **Added a clause stipulating that, in the event a top candidate declines an offer of employment, and a dept. chair is also the search committee chair, the dean must consult with the entire search committee to discuss remaining candidates.** This is to provide a level of accountability beyond a single person.