

# College-Level Review Committee (CLRC) Guidelines

## Approved June 27, 2018

### **Purpose**

A College-Level Review Committee (CLRC) provides independent recommendations to College Deans and their designees on the dossiers of full-time faculty candidates for reappointment, tenure, and promotion. Based on a review of current CLRC practices across the campuses, this document proposes common practices in CLRC membership and responsibilities across the colleges.

### **Membership**

1. CLRC members must be Bargaining Unit Faculty Members (BUFM). Probationary faculty, Instructors, department chairs, school directors, assistant/associate deans, or administrators are not eligible to serve on CLRC.
2. CLRC members should be elected per college policy.
  - a. Colleges shall create internal deadlines for nominations and election of CLRC members to assure their work can be completed by the deadlines established in the University's posted [evergreen calendar](#).
3. The number of members shall reflect size of college, department/schools, and ranks.
  - a. The CLRC should have no fewer than 3 members.
  - b. If a college does not have enough eligible BUFM in particular ranks willing to serve on the CLRC, the Office of the Dean will request BUFM from other elected college CLRC committees to serve.
4. CLRC members should be elected for multi-year terms, and terms should be staggered to contain new and continuing members
  - a. College policies may permit CLRC members to serve successive terms.
5. The chair of CLRC should be selected by committee members, preferably by the end of the spring semester preceding the academic year in which the chair will serve.
6. CLRC members who voted on reappointment, tenure, and/or promotion in the candidate's home unit will recuse themselves from deliberations and voting. See Article 14 for CBA language regarding conflict of interest and recusal.

### **Responsibilities**

1. All CLRC members participate in discussion of all dossiers, regardless of rank, unless recused.
2. Voting is anonymous.
3. Recommendations are based on simple majority vote. In the case of a split vote, a count will be made clarifying the positive and negative votes as well as any abstentions/recusals.
4. CLRC members vote on reappointment, promotion, and tenure in accordance with unit-level voting eligibility, as established in the CBA.
5. Written recommendations to the Dean include the vote of eligible CLRC members.
  - a. One of three recommendations should be provided:
    - I. Recommended for reappointment, promotion, and/or tenure
    - II. Not recommended for reappointment, promotion, and/or tenure
    - III. No recommendation (split)
  - b. The written recommendation should identify any CLRC members not participating in the deliberation due to recusal.
  - c. A brief narrative, prepared by the Chair of CLRC and endorsed by all participating CLRC members, should be part of the written recommendation to the Dean.

### **Annual deadlines**

1. The CLRC will consult and adhere to the [evergreen calendar](#) for University deadlines for the committee review of candidate dossiers.
2. There will be an orientation meeting at the end of the academic year to help candidates prepare for reappointment, tenure, and promotion review during the following academic year. The Chair of CLRC and the Office of the Dean will consult regarding points to convey to candidates at these meetings.