

I-10  
**RECONSIDERATION**  
(Revised 4/25)

After a decision has been announced in a personnel case, the departmental Chairperson may request a reconsideration of the decision. This course of action may be pursued only when there is new documentation relating to accomplishments already in place prior to the deadline for submission of materials (Red Binder I-2), or when the department can make a compelling argument that reviewing agencies neglected important features of the case. Evidence for the latter ground for reconsideration is most often provided by the candidate, based on the copy of non-confidential documents and the redacted copy of the confidential academic review records contained in the personnel review file received pursuant to APM 220-80-i. Chairpersons should avoid "routine" or "automatic" resubmission of requests for reconsideration. Reconsiderations may not be pursued to modify the original departmental recommendation. On the other hand, when a compelling argument for reversal of the original decision can be documented, the Chairperson should carefully present the evidence for reconsideration. Reconsideration of a case must be requested and the review completed, prior to the submission of any subsequent personnel case.

Departmental practices are variable on the degree of consultation with the voting faculty necessary in a case for reconsideration. While a new vote on a case for reconsideration is desirable, it is not required. However, the voting faculty must be consulted, and the form of this consultation, as well as the comments expressed by voting faculty, are to be reported in the Chairperson's letter. The candidate has the same rights of access as in the original case. The Chair should ensure that any additional letter writers or faculty members expressing comments are not identified in the departmental letter except by means of a coded list appended to the departmental letter.

The reconsideration case will undergo the same review process as the original case, with the provision that no ad hoc committee review will take place during the reconsideration process. The policies and procedures in place at the time of the original review will apply to the reconsideration case.

**Note:** For guidelines concerning reconsideration of a terminal year appointment see Red Binder I-39.