

I-60
AD HOC REVIEW COMMITTEES
(Revised 9/21)

I. General

Ad hoc review committees are required for the following reviews:

- 1) recommendation for termination
- 2) appointment or promotion to tenure or security of employment

An ad hoc review committee may be appointed for any level of review when it is determined by CAP or the Associate Vice Chancellor for Academic Personnel that additional expert analysis is required in order to make a more informed recommendation. CAP may waive the requirement of ad hoc committee review in appointment cases at Professor VI or above. CAP may act as its own internal ad hoc committee in cases other than recommendations for termination.

II. Make-up of Ad Hoc Review Committees

Ad hoc review committees are made up of three members plus a non-voting departmental representative. Normally the Department Chair will be asked to serve as the departmental representative. If the Department Chair is unable to serve, a vice-chair or other senior faculty member in the department may be asked to serve.

When an ad hoc review committee is considering its recommendation, the department representative will participate in the discussions to some reasonable point before the conclusion of the discussion and the vote. The departmental representative is charged with providing information about the departmental recommendation and about discipline and department specific norms and expectations, not their own personal position on the case. A departmental representative will be provided an adequate opportunity to present any and all relevant information that they wish or are asked to provide, but they will not contribute to, or see the letter of the ad hoc review committee.

III. Appointment of Ad Hoc Review Committees

Faculty members are nominated by the Committee on Academic Personnel to serve on ad hoc review committees. If the Department Chair is unable to serve as the departmental representative, the Associate Vice Chancellor for Academic Personnel may request that the department chair recommend another appropriate member of the department to serve in this role.

The Department Chair must not disclose to the candidate or to other faculty in the department the names included in the recommendation.

Committees are appointed by the Associate Vice Chancellor for Academic Personnel. The committee is informed that its membership, deliberations and decision are strictly confidential, as is the name of the candidate. In accordance with APM 160, the candidate is entitled to receive a redacted copy of the ad hoc review committee's report, without disclosure of the identity of review committee members.

IV. Candidate Request Concerning Ad Hoc Membership

Requests concerning the membership of the ad hoc committee should be submitted by the faculty member directly to the Associate Vice Chancellor for Academic Personnel. Such requests will be kept confidential and will be honored to the extent possible. Faculty members may request the following prior to the formation of the ad hoc committee:

- (a) that a member of the review committee be appointed from another UC campus.
- (b) that a limited number of specific faculty members from their department not be appointed as the Department Representative for the ad hoc committee. In no case may more than 20% of the department faculty eligible for service on the particular review committee be excluded, except that one person may be named no matter how small the department.

V. Ad Hoc Committee Reports

The Chairperson of the ad hoc review committee is encouraged to write the committee report immediately after the

meeting takes place. In any event, the Chairperson's draft report is due in the Academic Senate office within 72-hours of the ad hoc committee meeting.

All members of the ad hoc committee are bound by a "modified signature waiver" under which members are obligated to sign the final version of the ad hoc committee report within three working days of being notified that the final version is ready for signature. A member's signature will be assumed if they have not physically signed the final report or submitted a minority statement by the end of the three working day period.