

I-60  
**AD HOC REVIEW COMMITTEES**  
(Revised 11/14)

**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. Under special circumstances, the Chairperson of a department may serve as departmental representative. In cases of advancement to Above Scale, a departmental representative is not normally appointed to the committee. -

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. A departmental representative will be provided an adequate opportunity to present any and all relevant information that he or she wishes or is requested to provide, but he or she 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.

When an ad hoc committee is to be appointed, the Associate Vice Chancellor for Academic personnel will contact the Department Chair to solicit recommendations of departmental faculty members for service as departmental representative on the ad hoc committee. Normally three names will be requested. The Department Chair must not disclose to the candidate or to other faculty in the department the names included in the recommendation.

The Department Chair should select faculty members who: (1) participated in the departmental review and voted on the case; (2) have familiarity with the research area of the candidate; and (3) will be in residence during the quarter the case is likely to be considered. Possible suggestions for ad hoc committee service may include faculty members who were centrally involved in the preparation and/or presentation of the candidate's case to the department. In all cases, the Department Chair should provide a slate of nominees who will be as objective as possible.

The recommendation by the Chair of a particular faculty member, or members, does not in any way limit the ability of the Committee on Academic Personnel to nominate other eligible faculty members from the department to serve as departmental representative. 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 two members of his or her department representing majority and minority opinion in his or her case be appointed to the review committee.
- (b) that a member of the review committee be appointed from another UC campus.

- (c) that a limited number of specific faculty members from his or her department not be appointed as the Department Representative for the ad hoc committee to review his or her case. 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. Department Representative**

The designated departmental representative should decline to serve:

- 1) If he/she has not participated in the departmental review of the candidate, or
- 2) If he/she voted with a minority of faculty members regarding the merits of the case or would, on other grounds, find it difficult to represent the department's position.

#### **VI. 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 48 hours of the ad hoc committee meeting. If circumstances prevent meeting this deadline, it is appreciated if the Chairperson notifies the Senate Secretariat of the anticipated delay.

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 he or she has not physically signed the final report or submitted a minority statement by the end of the three working day period.