

## **AD HOC AND SHADOW COMMITTEE CHAIRPERSONS:**

As chairperson, you have the responsibility for guiding the committee's deliberations and drafting its final report. We have provided instructions to guide you and the committee in the review. Please note the following aspects of the review process:

1. The composition of your committee, the name of the individual under review, and the materials submitted by the department are **confidential**. Maintenance of the confidentiality of your identity, discussions, and report is a required and essential element of the review process. Therefore, please do not have your secretary set up meetings or type drafts or summary statements pertaining to the review or deliver materials to the other committee members.

Requests for any additional information needed for your review should be made through the Academic Affairs Assistant, who will coordinate the request; under no circumstances should individual committee members attempt to obtain such information directly. Besides the possibility of jeopardizing confidentiality, such an action has the effect of introducing into the file information about which the candidate is unaware. This would be a violation of policy and therefore would invalidate the review.

The text of the committee's report should not mention the names of members of the committee, names of extramural reviewers, nor make reference to any information not contained within the dossier.

2. Each member is encouraged to be present when the final vote of the committee is taken. Each member is required to vote for or against the candidate.
3. Please submit your report to the Academic Affairs Assistant on or before the due date (normally two weeks after the date of the meeting) so that we can meet the obligation to review all cases in a timely and sequential fashion.
4. The final draft of the committee's report should be submitted to the Academic Affairs office either by hard copy or e-mail with the candidate's name removed. Our office will reformat the report to include a separate page for signatures. This enables editorial changes by the committee members and eliminates the faculty having to re-sign the final report. If any subsequent editorial changes are made, staff will notify each member of the changes prior to submitting the report.
5. The committee should be mindful of the fact that the candidate will have access to the complete text of the report submitted, with only the names and affiliations of members of the review committee deleted. All of the reviewers' comments are now automatically sent to faculty when a decision is made on their action.
6. Please discuss these matters with your committee at your meeting and direct any questions you may have regarding the review process to the Academic Affairs Assistant.