

Appeal

For non-redelegated actions, the appeal must be received in the Vice Provost's office within 30 days of written notification from the department chair. For redelegated actions, the appeal must be received in the dean's office within 30 days of written notification from the department chair. Extension requests must be justified and approved in advance of the 30-day deadline.

Responsibility	Action
Candidate	1. Writes letter of appeal providing supporting analysis and documentation of rationale for appeal; submits to department chair(s).
Department chair(s)	2. May consult with department. Prepares department recommendation letter, if applicable. 3. Transmits candidate's appeal materials, department and/or chair's letter, and supporting documents to primary dean.
Joint department chair(s)	4. May consult with department. Prepares department recommendation letter, if applicable. 5. Transmits department and/or chair's letter to primary department chair.
Primary dean	6. Assures that appeal materials are in compliance with established policies and procedures.

The following steps apply when the approval authority for the action has been delegated to the dean (refer to the Delegations of Authority).

Primary dean	7. Submits the proposed action directly to Appellate Subcommittee of the Committee on Academic Personnel (CAPAC) for Senate actions, or the committee that made the original recommendation for Federation actions.
Review committee	8. Reviews file; discusses and votes on recommendation; writes report of recommendation; forwards file and recommendation to primary dean.
Primary dean	9. Shares committee recommendation with joint dean(s); consults joint dean(s). 10. Makes final decision; sends announcement, including committee recommendation (if applicable), to primary department chair and joint dean(s).
Joint dean(s)	11. Informs joint department chair(s) of final decision and provides reviewers' comments.
Primary department chair	12. Transmits decision (in writing) to candidate with copy of reviewers' comments.

The following steps apply when the approval authority for the action is with the Vice Provost—Academic Affairs, Provost, or Chancellor (refer to the Delegations of Authority).

Joint dean(s)	13. Evaluates review file, provides recommendation, and forwards review file to primary dean.
Primary dean	14. Evaluates review file, provides recommendation, and forwards review file to Vice Provost—Academic Affairs.
Vice Provost—Academic Affairs	15. Assures that appeal materials are in compliance with established policies and procedures; forwards review file and supporting documents to CAPAC for Senate actions, or the committee that made the original recommendation for Federation actions.

Review committee	16.	Reviews file; discusses and votes on recommendation; writes report of recommendation; forwards file and recommendation to Vice Provost—Academic Affairs.
Vice Provost-Academic Affairs	17.	Reviews file and committee recommendations; makes decision; if Provost/Chancellor has the final decision authority (e.g., for tenure cases), forwards file and recommendation to Provost/Chancellor.
Provost/Chancellor	18.	Reviews file and committee recommendations; makes decision according to delegation of authority.
Vice Provost—Academic Affairs	19.	Transmits final decision with reviewers' comments to the dean(s).
Dean(s)	20.	Informs department chair(s) of final decision and provides reviewers' comments.
Primary department chair	21.	Transmits final decision (in writing) to candidate with copy of reviewers' comments.

Note: When administrative appeals have been exhausted, Academic Senate members have the right to appeal any questions regarding the review process directly to the Committee on Privilege and Tenure. The Academic Senate Office should be contacted to obtain information on procedures. Non-Senate members should refer to APM-140, Non-Senate Academic Appointees/Grievances.