

## FORMAL REVIEW FAQ

### What is a formal review?

A formal review is an in-depth review of a specific personnel case dossier by the appropriate sub-committee of the All-University Personnel Committee, taking the form of a 3-4 hour meeting. A formal review is generally held when a faculty candidate receives a negative recommendation for renewal, promotion, and/or tenure at the IPC, Dean, or UPC level.

### Who can request a formal review?

A formal review can be held upon the request of the faculty member, the appropriate Dean or Director, the Provost, 1/3 of the voting members of an IPC, or a majority of the UPC.

### When can a formal review be held?

A formal review can be requested at any point in the process, until the file is sent to the Provost's office. After the file is forwarded to the Provost, a formal review cannot be requested. It is customary that a faculty member requests a formal review on receiving a negative recommendation at the UPC level, but faculty members have the right to request a formal review regardless of the outcome of the vote.

### How do I request a formal review?

You can request a formal review by reaching out to the Provost's office and emailing Laura Kipfer at [kipferl@binghamton.edu](mailto:kipferl@binghamton.edu).

### What should I expect from the formal review scheduling process?

The Provost's office will handle the entire schedule, and reach out to the appropriate UPC to find a day and time to schedule the formal review, as quickly as possible and as close to the request for a formal review as possible. The Provost's office will then let the faculty candidate, all relevant parties, and the UPC know the day and time of their meeting with the UPC.

The default for these meetings is in-person, but the faculty candidate has the right to request a zoom meeting instead. For an in-person meeting, the Provost's office will schedule the room (usually the Provost's conference room).

### Who attends a formal review?

The members of the appropriate UPC will attend the entire meeting. They will meet with:

- The Provost, if the UPC has voted to request a meeting. The UPC may choose to vote not to meet with the Provost.
- The candidate's Department Chair (if applicable)
- The candidate's Dean

- The IPC, including the Department Chair as a non-voting member
- The IPC may also meet separately without the department chair if they choose
- Any faculty or students the candidate has invited to speak with the UPC
- The faculty candidate themselves

### **What should I expect from the formal review meeting?**

The formal review consists of a series of meetings with the above mentioned parties, each meeting lasting between 10 minutes to 45 minutes, depending on the attendees. The chair of the UPC will guide the process, including the discussions with the attendees.

The candidate will meet with the UPC committee, and will have an opportunity to speak with the committee about the dossier and provide any additional information that they feel would be helpful. They may also ask questions of the UPC and ask for clarification on the UPC's decision. The UPC will also have questions for the candidate and may request clarification on points in the dossier.

The candidate may wish to examine their personnel file and respond to statements contained within. They may do so by contacting the Office of Human Resources at 7-6613. These responses can be either written and submitted before the review for the UPC to read beforehand (and included in the dossier file), or they can respond to the UPC at meeting with them. Candidates may submit additional information to your personnel file that demonstrates a significant change or addition since the file was initiated. Any additional information will be distributed to the UPC before the formal review meeting.

Candidates should consider whether there is anyone they would like to invite to the review to speak on their behalf, whether students or faculty, and ask them to appear at the meeting or submit a statement. Please alert the Provost's office if this is the case so that they can reach out to the invited speakers directly, but the candidate should also let invited guests to the review know they have put their name forth and that the Provost's office will be in touch.

### **What if I have been invited but cannot attend the formal review meeting?**

Please contact Laura Kipfer at [lkipfer1@binghamton.edu](mailto:lkipfer1@binghamton.edu). Once scheduled, the day/time cannot be adjusted.

Those who cannot attend have the opportunity to submit a confidential written statement to the UPC regarding the dossier.

### **What happens after a formal review?**

The UPC will vote by secret ballot, and the candidate will be notified via memo from the Provost's office of the result as soon as possible – usually within 24 business hours of the review. A written recommendation and report of the Committee, along with a tally of the vote, will be submitted to the President via the Provost's office and there will be a copy placed in the

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candidate's HR file. The candidate has five days to review and respond with a statement for the President, if they choose to.

At the conclusion of the personnel case, the chair of the IPC will be notified of the outcome and asked to distribute that information to the rest of the IPC and department as appropriate.