

PERSONNEL PROCEDURES – FREQUENTLY ASKED QUESTIONS

Personnel Case Procedures

Q: What is the difference between a mandated and a non-mandated case?

A: A mandated case is one that must go forward due to the ending of a faculty member's term appointment; this would include 3 year renewals and promotion and tenure cases. A non-mandated case is one initiated at the faculty member's request; this would include early promotion and tenure cases as well as promotion to full professor cases.

Q: If the UPC meets and makes a decision on a non-mandated personnel case, can the candidate still terminate the case?

A: Yes, a candidate can terminate a case anytime before the President makes his/her decision. Once the President makes a decision, the process is over.

Q: If a candidate's C.V. says material has been accepted for publication, does there need to be documentation in the file to authenticate the claim?

A: Yes, there should be some documentation that show the publication has been accepted.

IPC Procedures

Q: What dates should be followed when initiating personnel cases?

A: On the Office of the Provost's site, [under Faculty Resources](#), there will be a section for Personnel Cases. You will find the timetable for personnel cases for the current and next academic year there.

Also consider that for mandated cases, the chairperson of the IPC must inform the candidate in writing that they have five working days to review the report and recommendation and to respond in writing to the IPC report. This response, if there is one, must be included in the evaluation file. In non-mandated cases, the candidate must be allowed at least one working day after receipt of the written recommendation to terminate the personnel proceedings before the case is forwarded to the appropriate Dean. Please ensure there is enough time for this in the department proceedings.

Q: According to 3.2.5 of the Provost's Procedures for Personnel Cases, the IPC, by majority vote, may request a caucus of all other faculty members in the academic subdivision, excluding the individual under consideration, to meet and discuss the case. What can the other faculty members [non-IPC members] see in the case?

A: The caucus of all other faculty members in the academic subdivision can only see

information provided by the candidate [ex: vita, SOOTS, research record, etc.].

Q: If the candidate sends back a response to the IPC report that indicates that he/she has no comment on the report does that response get included in the personnel case?

A: Yes.

Faculty Appointments

Q: Can an international faculty member who is on an H-1B visa be given a three-year renewal?

A: Yes, in fact, the three-year renewal letter from the President is what is used to petition the United States Citizenship and Immigration Services for an extension on the H-1B visa classification.

Q: Can an international faculty member who is on an H-1B visa be given a three-year term appointment?

A: No, the initial appointment letter should state that it is a three-year temporary appointment, and if the faculty member goes through the three-year renewal process and he/she is still has not received permanent residency, the three-year renewal letter must state that the appointment is a temporary appointment.

Q: If a department wants to hire a tenure-track associate professor without tenure, does the department need to convene an IPC to make an offer?

A: No, the department sends a recommendation to the Dean, who in turn sends a recommendation to the Provost. No IPC convenes, just the faculty in the department need to agree upon the title of Associate. Personnel Procedures – Frequently Asked Questions

Q: If a department wants to hire a new faculty member as an associate professor with tenure, does the department need to convene an IPC to make an offer?

A: Yes, the IPC and Department Chair would send a recommendation to the dean, who in turn sends a recommendation to the Provost, to hire the faculty member with tenure.

Q: What does “on continuing appointment” refer to?

A: A faculty member who is tenured.

Solicited and Unsolicited Documents

Q: What is the definition of a solicited document?

A: A solicited document is any document specifically solicited by the IPC for use in its deliberations.

Q: If a letter is unsolicited by the IPC and does not have release form, can the UPC see the letter?

A: The UPC can see the letter if it has been signed by the author.

Q: If a letter is unsolicited by the IPC and the author did not submit a release form, but the author did copy the candidate under consideration, can the UPC see the letter?

A: Yes, if the writer copied the candidate, the letter is considered to have been released by the author.

Q: If a letter is unsolicited by the IPC and the author of the letter is unidentified, can the UPC see the letter?

A: No, the letter must be removed from the UPC copy of the personnel case.

Q: When can a candidate review the solicited letters of recommendation?

A: Solicited evaluation letters are to be seen by the candidate only after these have been placed in the official personnel file. This happens after the first UPC memo goes out to the candidate. Human Resources reviews the documents in each personnel case that are to be placed in the official personnel file to be sure those added to the file conform to all policies regarding release of information

Q: If a candidate wishes to use a colleague from another department within Binghamton University as an outside evaluator, is this permissible?

A: No, an outside evaluator is referred to as someone outside of the University.

Q: Can the IPC, Chair or Dean quote an evaluator if the evaluator has several positive things to say about a candidate?

A: The IPC, Chair or Dean may quote the evaluator in their letters of recommendation, but they must not identify the evaluator in any way.

Q: Is it necessary to have full curriculum vitas of the external reviewers?

A: It is only necessary to have full curriculum vitae of the external reviewer if the personnel case is one for Distinguished Professorship.