

**Department of Civil & Environmental Engineering
Academic Federation Appointment and Review Process
Original Voting Group and Peer Group Plan – 9/02
Revision to include Federation appointments in the Research series – 3/03
Revision in response to comment by AFPC and C. Richardson – 10/04**

The Academic Federation Personnel merit review process is as follows:

- Individuals undergoing a merit review during the current cycle are asked for names of a collegial group that includes employees with titles/responsibilities similar to those of the individual being reviewed. The individual is asked to prepare review material.
- The department chair forms the peer review group. The members of this group include all those within the department in the same series and a balance of individuals selected by the candidate and individuals selected by the department chair. The peer group comprises a minimum of 6 members.
- The peer group evaluates the material prepared by the candidate and is requested to submit individual comments and assessment of the review material.
- The department chair, or someone appointed by the chair, prepares a department review letter incorporating the comments of the peer review group.
- The chair establishes an ad hoc voting group that includes all the department federation members in the same series and faculty members spanning all ranks. The voting group comprises a minimum of 6 members.
- The department voting group reviews the department letter and merit material and provides individual votes and comments on the merit action.
- The department chair finalizes the department letter, reviews the letter contents with the candidate and submits the requisite material.

The Academic Federation Personnel appointment process is as follows:

- Individuals are nominated by Academic Senate members for Academic Federation appointments.
- The department chair forms a 3-person review group of departmental Academic Senate members with relevant expertise to review the nomination and the supporting material. The review group submits a preliminary recommendation to the department chair. Based upon this preliminary recommendation, the chair either denies this nomination, or requests at least 3 outside letters. The 3-person review group then examines the whole package, including the outside reference letters and submits a recommendation and summary statement to the full department.
- All Academic Senate members are asked to vote on the appointment by email. The email ballot shall include the summary statement by the 3-person review group. The entire package shall be available for review by any voting member.