

## **TPAC cover memo**

Date completed \_\_\_\_\_

Candidate name: \_\_\_\_\_

Department: \_\_\_\_\_

### **Faculty Action**

Appointment as: Professor \_\_\_\_ Associate Professor \_\_\_\_  
with tenure \_\_\_\_ without tenure \_\_\_\_

Associate Teaching Professor \_\_\_\_

Promotion to: Professor \_\_\_\_ Associate Professor \_\_\_\_  
with tenure \_\_\_\_ without tenure \_\_\_\_

Associate Teaching Professor \_\_\_\_ Teaching Professor \_\_\_\_

Reappointment as: Assistant Professor \_\_\_\_ Teaching Professor \_\_\_\_  
Associate Teaching Professor \_\_\_\_ Assistant Teaching Professor \_\_\_\_

Is this a Professor of the Practice \_\_\_\_ or (Research) \_\_\_\_ title? (leave blank if neither)

Recommended start date \_\_\_\_\_ End date (for term appointments only) \_\_\_\_\_

**Please do not leave blank**

### **Department Meeting**

Please include the number of eligible voting faculty (the number of faculty in your department who are eligible to vote on this particular case, per the department's standards and criteria document). Then include the list of those eligible voting faculty who attended the meeting and who did not attend the meeting.

Date of meeting \_\_\_\_\_

Number of eligible voting faculty \_\_\_\_ Department quorum: \_\_\_\_

Names of attending eligible voting faculty:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of eligible voting faculty not in attendance (please provide reason for absence in parenthesis):

\_\_\_\_\_  
\_\_\_\_\_

### **Department Meeting (continued)**

Vote\* on recommendation: # in favor \_\_\_\_ # opposed \_\_\_\_ #abstentions \_\_\_\_ (provide reason for abstentions, if known, in the Department Chair's summary)

\*Be clear about the voting procedures and the relevant electorate:

- Retired faculty are not eligible to vote, and should not participate in department meeting.
- The quorum and official vote tally include those present and/or participating in the discussion of the case via teleconference, Skype, etc.
- Votes received by proxy or e-mail should be reported separately (as an attachment to this document) and are not included in the quorum
- Voting by secret ballot is preferred
- taking "straw votes" in order to arrive at a consensus is not recommended

Did the candidate attend the meeting? \_\_\_\_

### **Department chair's report**

The purpose of this report is to provide some context for TPAC about the candidate and the departmental meeting. The summary should complement and not duplicate the department review. You may attach a separate document if you prefer, one to two pages is sufficient.

- Briefly describe the academic unit's view of the importance and impact of the candidate's academic specialty within the larger field or discipline.
- Report on any issues that were raised in the meeting relative to this candidacy and discuss the strengths and weaknesses of the case.
- Summarize the reasons for any abstentions from the vote or minority opinions. This is an opportunity to address any questions that may cause concern when reviewing the dossier, e.g. uneven teaching evaluations or reservations expressed by evaluators.

A draft of this memo should be circulated to all participants for their comments; the chair should inform all members that if any of them has a serious objection which cannot be resolved, they may communicate their views to TPAC in a separate memo. Any such minority communications must be made available to all members who participated in the consideration of the case.