

IPC Chair

Although this document is intended to provide a basic overview of some of the most important items in personnel cases for the university as a whole, there can be considerable variation in the personnel cases among the different schools. Please reach out to the Provost's Office (Laura Kipfer, lkipfer1@binghamton.edu, 7-2154 or Alistair Lees, alees@binghamton.edu) at any time with any questions or concerns.

IPCs require a minimum of 5 voting members. The department chair can be the IPC chair, but cannot vote. The IPC must include all tenured faculty in the department. Please note that a letter should be sent individually to each non-tenured faculty member in the department offering them the opportunity to submit a written statement to the IPC on the personnel case.

Junior Personnel Committees: Renewal and Tenure/Promotion cases.

-All full and Associate Professors should serve on the committee. Please notify the Provost's office if the minimum requirement of 5 voting members cannot be met.

Senior Personnel Committees: Promotion to Full

-All eligible full professors in the unit will serve on the committee.

-In cases where there are less than 5 full professors, two slots can be filled by Associate Professors who have completed at least two semesters of academic service at Binghamton University.

-In cases where a committee cannot be formed with the members of a department, a Special Personnel Committee should be formed in consultation with the Dean of the School, then approved by the Provost's office.

General Reminders:

The IPC Chair should review the candidate's C.V. with them as early as possible in the process to ensure it is accurate, up-to-date, and contains all relevant information.

All IPC discussions and meetings are **confidential**. All parties involved in personnel actions shall protect the confidentiality of all personnel proceedings and documents.

A minority report must be included with the IPC report if dissenting members of an academic unit choose to create one.

Key Aspects to Consider:

- Personnel cases must contain evidence of a sustained record of teaching performance. SOOTs are highly recommended but not required; in lieu of SOOTs, however, there must be another method of measuring teaching performance. The chair of the IPC or another IPC member should attend at least one class taught by the candidate in addition.
- There must be a minimum of four letters from external evaluators in the dossier. At least one of those letters must be solicited from a person on a list submitted by the candidate, and identified as such in the dossier. Please note that two-thirds of the total number of letters must come from evaluators designated by the IPC – consider this requirement when choosing how many external evaluators to solicit letters from.
- External letters must be submitted with the dossier along with an evaluation of the credentials of the letter writers. Any record of personal or extensive professional association with the candidate must be included in this evaluation. Every letter must also have Form 3 included.
- Remember to review Point 11. Inter-Unit Joint Appointments for any candidates with an appointment in more than one academic unit or subunit; the berth unit initiates personnel proceedings but the non-berth unit must undertake its own review to be considered by the berth unit for mandated cases. Additionally, both units must agree on and solicit outside evaluators.
- Only materials reflecting significant and major developments in the candidate's achievements *since the personnel case was initiated* should be added to the personnel file. Any such documents would then be included in the dossier and made available to the IPC, college/school dean and the AUPC members. Other than these rare exceptions, no additional documentation that was available prior to initiating the case, but that the candidate chose not to include, will be added after the case is sent to the IPC.

Key aspects to consider, continued:

- IPCs should ensure there is sufficient time for collecting external letters; although the date by which the IPC must initiate action is on the Personnel Timeline, please remember this is the absolute latest date by which action must be initiated. Most departments should initiate action in the spring to ensure external letters can be added to the dossier in time.
- IPCs should ensure there is sufficient time for discussion of the case, for creating a minority report if needed, and for the candidate to respond if needed before the case moves to the next stage.
- Remember that it is required to provide the candidate (but that the candidate can waive, if they choose) 5 working days to respond to the IPC report before the Chair's letter is written (the Chair's letter should consider the candidate's response to the IPC report)