

Flow of Documents Used in Promotion and Tenure Review at Nazareth College

This chart summarizes the process used for document flow during the year of review. In #3 and #8, some or all of the documents involved will have been produced in prior years.

Document	Candidate	Dept. Chair [#]	Depart. Tenured Faculty*	Dean	VPAA	Rank and Tenure
1. C.V.	Written by Candidate and sent to the Dept Chair, Dean, and VPAA	Will View (receives directly)	Will View	Will View (receives directly)	Will View (receives directly)	Will View
2. Narrative	Written by Candidate and sent to the Dept Chair, Dean, and VPAA	Will View (receives directly)	Will View	Will View (receives directly)	Will View (receives directly)	Will View
3. Appendices (optional)	Written by Candidate and sent to the Dept Chair, Dean, and VPAA	If Submitted, Will View (receives directly)	If Submitted, Will View	If Submitted, Will View (receives directly)	If Submitted, Will View (receives directly)	If Submitted, Will View
4. Solicited Letters of Recommendation (sent directly to VPAA)	(Letter-writers may choose to share with the Candidate)				Will View (receives directly)	Will View
5. Department Recommendation	Candidate is informed of the nature of the decision	Written by Dept Chair (with tenured* faculty) and sent directly to the Dean and VPAA	Written by Dept Chair (with tenured* faculty) and sent directly to the Dean and VPAA	Will View (receives directly)	Will View (receives directly)	Will View
6. Chair's Letter (if separate from 5)	Candidate is informed of the nature of the decision	Written by Dept Chair and sent directly to the Dean and VPAA		Will View (receives directly)	Will View (receives directly)	Will View
7. Dean's recommendation				Written by Dean	Will View (receives directly)	Will View
8. IDEA, CoursEval, Annual evaluations, Pre-tenure review		Will View	Will View	Will View	Provided by VPAA	Will View

*In small departments where there are few tenured members, non-tenured members will also be consulted. # In the School of Education, the Associate Dean fulfills the duty of the chair. **The Rank and Tenure committee makes a recommendation, which is shared with the President. The VPAA makes a recommendation, which is shared with both the Rank and Tenure Committee and the President.**