# Affirmative Action Representative
# (Renewal-Promotion-Tenure Observer)
# Checklist for Observing Personnel Committee Deliberations
## UW Oshkosh

**Roles of the Affirmative Action Representative on Personnel Committees**

1. Ensure that principles of equal employment are followed in the committee's deliberations and actions.
2. Ensure that procedures for promotion, renewal and tenure as outlined in the *Faculty and Academic Staff Handbook* are followed.
3. Serve as a liaison with the Equity & Affirmative Action Office on matters related to college personnel decisions.

| Description of Activity |
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| 1. Familiarize yourself with the candidate's qualifications and credentials, as provided for review, before the personnel committee meets. |
| 2. Review the pertinent section(s) of the current *Faculty and Academic Staff Handbook* (bring the *Handbook* along to the Personnel Committee meeting), to ensure that the procedures for promotion, renewal and tenure have been followed in the personnel committee meeting as listed:<br>• FAC 4.B. Faculty Renewal and Nonrenewal – page 249 **(includes college committee as initial level)**<br>• FAC 4.E. Faculty Tenure – page 263 **(includes early tenure)**<br>• FAC 5 Faculty Promotion – page 265<br>• Appendix A: College personnel materials -- page 365 |
| 3. Review current copies of all applicable department/college rules and procedures, giving attention to any unique or unusual provisions. (You could request a copy of departmental bylaws from department chair prior to Personnel Committee meeting if applicable.) |
| 4. Ask the committee chair to explain your role and participation to the committee at the start of the meeting. |
| 5. Observation of the Wisconsin Open Meetings Law |
| 6. Constituency of the initial level of review is according to the *Handbook*:<br>• If it is the department, the committee shall include all tenured members of the department.<br>• If there are less than three tenured faculty members in the department, they shall be joined by the college renewal and tenure committee. See page 255 of *Handbook* for details including voting. |
| 7. Know and understand the basic principles of equal employment opportunity and nondiscrimination policies. EEO means that all individuals are treated equally in all personnel matters. Classifications protected under federal and state EEO laws are those of:<br>ethnicity, gender, national origin, arrest or conviction<br>ancestry, veteran's status, age, sexual orientation<br>marital status, religion, disability, relationship to other employees<br>gender identity or expression<br><br>Personnel decisions that discriminate on the basis of membership in a protected group constitute unlawful acts if those acts have a disparate negative impact on an individual or a group.<br><br>• Monitor the committee's proceedings to make certain that no unfounded or arbitrary assumptions of fact are made. |

- Listen carefully for the possible interjection of immaterial or improper factors into the committee's discussion and decision-making process.
- Do not become an active participant in discussion of candidate credentials.
- Be sensitive to statements or comments that may suggest the application of different standards based on individual characteristics.
- Observe the dynamics of the interaction of committee members and the flow of the discussion to note whether any statements appear to be biased or discriminatory.
- Observe whether all committee members are afforded an opportunity to express their views and impressions in the course of the proceedings.
- Make sure that fair voting or balloting procedures are followed.
- Guard against making a substitution of your own academic judgement for that of others.
- Reflect on your experience and openly share your impressions on process issues with committee members in order to help improve the quality of all deliberative processes.

8. Voting, and evaluation of the faculty member's record in each identified area . . . *Handbook* – pages 251-257

9. The Personnel Committee's written critical evaluation in support of the tenure or renewal decision should be an accurate representation of the committee's assessment of the probationary faculty member's progress towards tenure (in all three areas) that identifies and discusses, if appropriate, any specific areas that need attention or improvement.

**Please complete and forward the following summary of the committee's actions to Pamela Lassiter, Director of Equity & Affirmative Action, D211, when the meeting is completed.**

**Name of Personnel Committee:**

**Name of Faculty Candidate:**

**Personnel Action (circle one): Renewal 1 yr. 2 yr. 3 yr. Promotion Tenure**

**Name of Affirmative Action Representative (Renewal-Promotion-Tenure Observer):**

**Date:**

**Summary of Action Taken on the personnel decision:**

**I observed that principles of equal employment opportunity and nondiscrimination were followed in the personnel committee's deliberations and actions.**

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Signature of Affirmative Action Representative
/Renewal-Promotion-Tenure Observer

**Any comments, issues or problems you want to mention:**

**Questions? Contact . . .**

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| **Pamela Lassiter** | **Director of Equity & Affirmative Action** | **424-0330** | **lassitep@uwosh.edu** |
| **Perry Rettig** | **Associate Vice Chancellor** | **424-1410** | **rettig@uwosh.edu** |

(Revised 9/08)