

Taken from the Extension Faculty Bylaws, starting page 23. Approved by Faculty vote July, 23, 2018. Adjustments have been made to comply with the Provost Call Letter of June and are shown in *red italics*

#### Recommendation Appeal Process to the Extension Faculty Policy and Standards Committee

(a) A candidate, who receives notice that the Extension Faculty Policy and Standards Committee is not recommending a promotion, may request an appeal by letter *within five working days* to the chair of the committee. Upon receipt of that letter, the committee will agree to reconsider their initial recommendation for promotion. The chair of the committee must inform the candidate of his or her opportunity to appear before the committee in person or via video to provide an oral response and explanation of appeal. In addition, the candidate is informed that he or she may supply additional information to explain the areas of weakness in the dossier as identified within the committee's initial letter of recommendation. *A candidate who receives a negative recommendation and does not respond it will be considered as declining the opportunity to appeal.*

(b) The first part of the committee's appeal process will consist of the committee's reviewing the original dossier along with the additional information supplied by the candidate that explains the reasons for appeal. All additional information must focus on documentation that better explains the areas of weakness. This additional documentation will become a part of the appeals record within the dossier.

(c) The second part of the process consists of allowing the candidate to appear in person or via video to explain their reasons for appeal and to share their documentation orally. The candidate may bring one advocate to the appeal. Each appeal will be scheduled for ~~30 minutes~~ *one hour*. This will allow the candidate ~~15~~ *30* minutes to present their explanation, and to discuss the additional documentation, leaving ~~15~~ *30* minutes for questions from the committee. During the question and answer period, the committee may pose questions to the advocate. The advocate may present a brief prepared opening statement and answer questions posed by the promotion committee, but must allow the candidate to speak for himself or herself. Additional statements or documents from advocates are not a part of the process.

(d) After reviewing all additional documentation, and hearing from the candidate and their advocate, if in attendance, a vote will be taken. This final "post appeal" vote, a letter from the committee chair outlining the recommendation and accompanying reasons, and any additional information reviewed as a part of that process will be forwarded to the Vice Chancellor to become a part of the official dossier and record.

(e) It is important to note that even if a candidate is not successful in appeal at the level of the promotion committee, the dossier will still move forward for review by the Vice Chancellor and then by the Provost.

#### Recommendation Appeal Process to the Vice Chancellor for Extension and Engagement.

(a) The Vice Chancellor will review all dossiers forwarded to the office of the Vice Chancellor. The Vice Chancellor will determine if the recommendation of the promotion committee is to be upheld or if another recommendation may be made to the Provost. A letter will be sent from the Vice Chancellor to the candidate informing him or her of the decision to either uphold the recommendation of the committee or make another decision.

(b) If a candidate wishes to appeal, he or she may do so by sending a letter to the Vice Chancellor indicating a desire to appeal at that level.

(c) The Vice Chancellor will inform the candidate of his or her opportunity to appear before in person or via video to provide an oral response and explanation of appeal. The Vice Chancellor may ask the Associate Vice Chancellor and key individuals with supervisory authority over the candidate, such as program leaders or regional directors, to participate in the hearing. No other participants or advocates may be brought to this appeal. At the end of the hearing, and upon a thorough review of all letters, votes and documentation, and input from those who were invited to participate in the hearing, the Vice Chancellor will make a recommendation to the Provost with regard to rank. This letter of recommendation, all letters, votes and documentation are sent to the Provost as a part of the dossier for final decision. A letter will be forwarded to the candidate with the recommendation with regard to rank.