

# Checklist for the Chair of the Department Chair's Committee (202 -202 )

8 S G D W H G, Fall 202

- ¾ During an initial planning meeting, the following discussions should take place:
  - x A chair was elected during the Spring 202 semester. The chair should be able to complete and advance the Watermark workflow. If not, or if the chair changes, email facultyactivitydata@kennesaw.edu.
  - x Remind committee members that maintaining confidentiality is a professional obligation of all members. E-mails not a confidential medium, so confidential discussions should not take place by email. Confidential files may be exchanged using OneDrive.
  - x Set up future meeting times and dates.
  - x Faculty members going up for review should not serve on the committee, and no person can participate in more than one stage of the review process.
- ¾ During the time frame of September 7-October 4, the committee deliberates about promotion and tenure recommendations for Department Chairs.
- ¾ By October 4, DO H W R Q H W D L Q L Q J W K H F R P P L W W H H ¶ V U H F S t a t e m e n t Q G D W L R Q of their assessment of observed strengths and weaknesses is implemented via the digital workflow. The faculty member receives an email notification via the system, and they can Y L H Z K F R P P L W U M I R ¶ P H Q G D W L R Q H F M W W G H U F L Q K M K I H D F X - O a W \ P H P E H U ¶ response window begins.

## Committee Voting

- ¾ Since the committee must make a recommendation, a voting member must cast his or her vote unless there is a conflict of interest. When there is a conflict of interest, a voting member must disqualify himself/herself prior to the discussion of that portfolio and shall not be present for the discussion or vote on that case. Disputes regarding whether a committee member has a conflict of interest will be forwarded to Academic Affairs. All committee votes are to be cast by secret ballot. Potential ethical indiscretions during the process may also be reported to Academic Affairs.

## Optional Faculty Member Response

- ¾ Within 10 calendar days from the review recommendation at each level (date advanced in the electronic system), the D F X O W \ P H P E H U K D V W K H U L J K W W R U H V S R Q G W R D F R P P and justifications by submitting a letter into the electronic workflow. This response will become part of the portfolio that will be forwarded to the subsequent levels of review. The response letter should address