

**INSTRUCTIONAL AND RESEARCH ACADEMIC STAFF REVIEW COMMITTEE (IRASRC)
OPERATING POLICIES AND PROCEDURES**

- I. The Instructional and Research Academic Staff Review Committee Bylaws stipulate that the IRASRC will, at its first meeting of each academic year, set and publish a schedule of meetings for the entire year; and that the IRASRC will, at its first meeting of each year, review the “Instructional and Research Academic Staff Review for Indefinite Appointment” and the “Instructional and Research Academic Staff Review Committee Operating Policies and Procedures” for necessary and desirable changes.
- II. The Dean/Division Head will request the Committee's advice on a recommendation for promotion to indefinite appointment by transmitting one (1) electronic copy of the candidate’s review file to the Secretary of the University’s Office (single copies of lengthy publications or supplementary material may be submitted separately, in print or electronically, from the review file).
- III. When there is a backlog of review files, priority in the order of their review may be given to employees with the most years of probationary service.
- IV. The review file will be returned to the Dean/Division Head if it does not follow the format prescribed in the “Instructional and Research Academic Staff Review for Indefinite Appointment” or is incomplete.
- V. The candidate under consideration shall be notified by letter from the Committee ten (10) working days in advance of the date, time, and location of the IRASRC meeting at which there will be a consideration of her/his case (the Dean/Division Head will receive a copy of this letter). The letter will inform the candidate that she/he and/or a representative from the department may make a presentation before the Committee at the meeting. This letter will also inform the candidate that the meeting will be held in open/closed session according to the written request preference previously included in the candidate's file. Acknowledgment of receipt of this letter is requested on the form provided and should be received by the Secretary of the University’s Office within five (5) working days from the time of receipt of this letter.
- VI. Each member of the Committee will receive secure web access to the complete electronic copy of the review file. The official files of the Committee will include a copy of each candidate’s table of contents, resume, executive committee recommendation, candidate’s response to the executive committee (if applicable), and any correspondence related to the candidate’s review.
- VII. The Chairperson may appoint internal subcommittees to assist the Committee in obtaining additional information.
- VIII. A quorum of five (5) members is required to act on personnel recommendations; a quorum of four (4) members will suffice for action on other Committee business.
- IX. All Committee actions on recommendations for indefinite appointment shall require a simple majority vote of those in attendance who are eligible to vote. The Chairperson shall be entitled to vote on motions before the Committee. A member of the Committee will not vote on those cases where she/he participated in the decision to recommend the candidate to the Dean/Division Head.

- X. Written votes will be cast in one of three categories: 1) Yes, 2) No, 3) Abstain. The minutes will record the number of votes in each category. However, if before the vote is taken at least one member of the Committee calls for an open record of the vote, the minutes will record the vote of each Committee member. The written ballots will be preserved in the official files of the Committee.

- XI. The Chairperson will forward in writing the findings and the vote of the Committee to the Dean/Division Head and to the candidate under consideration.

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