Process Guide for New-Hire Expedited Review

(candidates hired into continuing-status-eligible academic professional positions)

Academic Affairs Manual (ACD) Policies governing expedited review: [ACD 507-06](#) and [ACD 507-07](#)

The expedited review process can be used to make a scholarly review of academic professionals hired with continuing status consistent with the scholarly review of academic professionals coming through the ranks at ASU. The president may make a decision following this review or may call for additional information as needed.

For all stages, do not lock documents. Do not use Adobe Sign, Adobe Certificate, DocuSign, or cursive font to sign forms or letters. A JPEG signature will be accepted.

Section 1: Offer Letters

It is permissible to make an offer of a continuing-status position contingent on the successful result of an expedited process. The following template should be followed in such letters: "We are pleased to offer you an appointment as Associate Librarian/Librarian in the Department/School of _____. Your appointment is for a full-time position and is categorized as continuing status, contingent on the successful result of an expedited review. If the expedited continuing-status review is not successful, under current policy you will be eligible for consideration for continuing status no later than your _____ year of employment (academic year_____)."

Section 2: Portfolio Preparation

The unit should assemble the PDF portfolio (see page three) based on the appropriate circumstances below and submit it to the college/ASU Library. The college/ASU Library will review and submit it to the Office of the Vice Provost for Academic Personnel. A signed offer letter must be received by the Office of the Vice Provost for Academic Personnel in order to proceed with the expedited review.

A. **Candidates at peer/aspirational peer institutions seeking continuing status at current rank.** Peers or aspirational peers of ASU are members of the *[Association of American Universities](#)* or determined by the *[Arizona Board of Regents](#)*.

   For candidates employed with continuing status at a peer or aspirational peer institution who currently hold the rank at which they are being hired (e.g. hired as associate librarian, currently associate librarian; hired as professor, currently professor), the university provost and president will review:

   1. Candidate's curriculum vitae
   2. External reviewer letters or notes from reviewer calls
      a. The review must include a minimum of three external reviewer letters/notes solicited from a list provided by the unit administration in consultation with the dean/university librarian.
      b. Reviewers must be sent the candidate's CV for review.
      c. Reviewer letters and notes must answer the question "Do you recommend continuing status for this appointment?"
      d. Include *[Record of External Reviewer Grid](#)*; the grid must be dean- or university librarian-approved and signed by the dean/university librarian.
   3. Unit/college/ASU Library letters
      a. Unit administrator's letter must reference a vote of the academic personnel (can be unit committee or all academic personnel at that current level, etc.).
      b. College dean's/university librarian's letter must be included.

   The president may make a decision following this review or may call for additional information as needed.

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B. **Candidates at non-peer institutions seeking continuing status at current rank**

For candidates employed with continuing status at an institution which is not an official peer/aspirational peer for ASU, and who would be hired in the same rank that they now hold, a subcommittee of University Promotion and Continuing Appointment Review Committee, the provost, and the president will review:

1. Candidate's curriculum vitae
2. External reviewer letters or notes from reviewer calls
   a. The review must include a minimum of five external reviewer letters/notes solicited from the list provided by the unit administrator in consultation with the dean/university librarian.
   b. Reviewers must be sent the candidate's CV for review.
   c. Reviewers must answer the question "Do you recommend continuing status for this appointment?"
   d. Include *Record of External Reviewer Grid*; the grid must be dean- or university librarian-approved and signed by the dean/university librarian.
3. Unit administrators' and dean's/university librarian's letters
   a. Unit administrator's letter must reference a vote of the academic personnel (can be unit committee or all academic personnel at that current level, etc.).
   b. The college dean/university librarian must write a letter.

The president may make a decision following this review or may call for additional information as needed.

C. **Candidates seeking continuing status and/or promotion with hire**

For candidates who do not have continuing status at their current institution and/or who are requesting promotion to a higher rank, a subcommittee of the University Promotion and Continuing Appointment Review Committee, provost, and president will review:

1. Candidate's curriculum vitae
2. External reviewer letters
   a. The review must include a minimum of five external reviewer letters solicited from lists provided by the unit administrator in consultation with the dean/university librarian, with additional reviewers from the candidate's list. There should not be more candidate-selected letters than unit administrator letters.
   b. Reviewers must be sent the candidate's CV.
   c. For candidates who do not currently have continuing status, if applicable, four publications must be sent to external reviewers. Teaching evidence and personal statement can also be included, if applicable.
   d. Reviewers must answer the question "Do you recommend continuing status and/or promotion for this appointment?"
   e. Procedures for the external reviewer process must be consistent with the regular (non-expedited) promotion and continuing appointment review process.
   f. Include *Record of External Reviewer Grid*; the grid must be dean- or university librarian-approved and signed by the dean/university librarian.

3. Unit/college/ASU Library letters should include:
   a. Unit-level academic personnel or committee letter
   b. Unit administrator's letter
   c. Dean's/university librarian's letter

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NOTE: to accommodate the need for prompt decision making, the college/ASU Library personnel committee review may be bypassed so long as there is academic personnel review at the department and at the university level.

Section 3: Portfolio Submission and Decision

A. PDF portfolio submission

1. Two *New Hire Expedited Review Summary* forms may be required in some cases. For example, if one or more levels recommend promotion but does not recommend continuing status, submit one form for the question of promotion and one form for the question of continuing status.

2. All sections below are PDFs (no other formats or folders) that are combined into a PDF portfolio. The PDF portfolio shall include sections titled and ordered as follows:
   01_*New Hire Expedited Review Summary* form_Last NameFirst Initial
   02_Curriculum Vitae_Last NameFirst Initial
   03_Personal Statement_Last NameFirst Initial (if applicable)
   06_Internal Letters_Last NameFirst Initial (unit personnel committee (if applicable), unit administrator, college/ASU Library committee (if applicable), dean/university librarian), with bookmarks for each letter
   07_External Reviewer Letters/Notes_Last NameFirst Initial, with numbered bookmarks for each letter/note, and letter numbers (#1, #2, #3, #4, and #5) in the upper right-hand corner of the first page of each letter; include dean/university librarian-approved and signed *Record of External Reviewers Grid* as first document.
   08_Teaching Evidence_Last NameFirst Initial* (if applicable, Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction, followed by other evidence)
   09_Publications_Last NameFirst Initial (if applicable)

3. The PDF portfolio should be saved and titled using the following naming convention: COLLEGE–UNIT–LastNameFirstName–ActionAcademicYear (e.g., LAW-LAWLIBRARY- BeaverhausenAnastasia-NewHireExpeditedReview2014-15)

4. The PDF portfolio should be uploaded to a secure site by the college/ASU Library as directed by the provost's office.

B. Decision
In all cases, the final decision on hire, rank, and continuing status rests with the president. The vice provost for academic personnel will inform the dean or the university librarian via email of the president's decision. This will be the only notification.