

Process Guide for New-Hire Expedited Review

(candidates being 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.

Note: for all stages, do not lock documents and do not use electronic signatures (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. 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/University Libraries. The college/University Libraries 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 reference letters or notes from reference calls
 - a. There should be a minimum of three references.
 - b. Reference letters and notes must answer the question “Do you recommend continuing status for this appointment?”
3. Unit/college/University Libraries 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. University librarian/college dean’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 reference letters or notes from reference calls
 - a. There should be a minimum of five references.
 - b. References must be solicited from lists provided by the unit administrator in consultation with the dean/university librarian; additional references may be provided by the candidate.
 - c. References must be sent the candidate's CV for review.
 - d. Reference must answer the question "Do you recommend continuing status for this appointment?"
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 reference letters
 - a. A minimum of five references (more is preferred).
 - b. References must be solicited from lists provided by the unit administrator in consultation with the dean/university librarian; additional references may be provided by the candidate.
 - c. References must be sent the candidate's CV.
 - d. For candidates who do not currently have continuing status, if applicable, four publications must be sent to external references. Teaching evidence and personal statement can also be included, if applicable.
 - e. References must answer the question "Do you recommend continuing status and/or promotion for this appointment?"
 - f. Procedures for the external reviewer process must be consistent with the regular (non-expedited) promotion and continuing appointment review process.
3. Unit/college/University Libraries letters should include:
 - a. Unit-level academic personnel or committee letter,
 - b. Unit administrator's letter, and
 - c. Dean's/university librarian's letter.

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

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Section 3: Portfolio Submission and Decision

A. PDF portfolio submission

1. 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
 - 06_ Internal Letters_Last NameFirst Initial (unit personnel committee (if applicable), unit administrator, college/University Libraries committee (if applicable) dean/university librarian), with bookmarks for each letter
 - 07_ External Reference Letters/Notes_Last NameFirst Initial, with bookmarks for each letter/note
2. The PDF portfolio should be saved and titled using the following naming convention:
COLLEGE–UNIT–LastNameFirstName – ActionAcademicYear (e.g. CLAS-PSY-BeaverhausenAnastasia-NewHireExpeditedReview2014-15)
3. The PDF portfolio should be uploaded to a secure site by the college/University Libraries as directed.

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 of the president's decision.