Process Guide for Expedited Review
(continuing-status-eligible academic professionals currently at ASU)

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 currently at ASU consistent with the scholarly review of academic professionals going through the scheduled review cycle at ASU. The president may make a decision following this review or may call for additional information as needed.

For all stages, documents should be unlocked. Do not use Adobe Sign, Adobe Certificate, DocuSign, or cursive fonts to sign forms or letters. A JPEG of an original signature will be accepted.

Preliminary Steps

Step 1. **Request to submit**. The dean/university librarian submits a request to provost of the university for an expedited review, including:
1. Reason(s) that support the review.
2. An explanation as to why the continuing status and/or promotion review should not proceed under the regular process identified by ACD 507-06, *Continuing Appointment for Academic Professionals*, and ACD 507-07, *Academic Professional Promotion*.
3. A copy of the academic professional's current curriculum vitae.
4. Documentation establishing **extraordinary circumstances** (i.e. an offer letter from another employer, receipt of an extraordinary award or honor that is likely to generate offers of employment or bring distinction to the individual and institution, etc.).

Step 2. **Provost response**. The university provost or designee will make every effort to approve or deny the request to proceed with an expedited review within 48 hours of receipt.

Step 3. **Dean's notification**. The dean/university librarian or designee will notify the unit administrator (hereafter referred to as "unit administrator") and the academic professional immediately of the decision regarding the request.* If a positive response, every effort will be made to conclude the expedited review within 21 calendar days following the initiation of the review or as soon as possible thereafter. A negative response generates no further action from this point.
* If no appropriate unit exists within the college/ASU Library, the decanal staff will complete the unit's action items.

Candidate Responsibilities

Step 4. **Candidate's reviewer list**. Candidate submits to unit administrator a list of at least six names of people the candidate recommends to serve as potential internal/external (hereafter referred to as "external") reviewers. Three of the six names provided by the candidate must be at approved peer or aspirational-peer institutions. Proposed reviewers by the candidate and the unit administrator must be experts who are qualified to provide a professional assessment of the impact and quality of the candidate's work in his/her field (see ACD 507-06).

Step 5. **Candidate's materials**. Candidate submits electronic copies (PDF) of the following to the unit:

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a. **Curriculum vitae.** A full and comprehensive CV with page numbers and with the candidate's name on each page.

b. **Personal statement.** A personal statement can be up to four pages in length, must be single spaced, 12 pt. font with page numbers, and the candidate's name on each page. The personal statement provides reviewers with evidence of excellence in position effectiveness as it relates to the candidate's position description; professional development and contributions; institutional, professional, and community service; and how these activities have built the foundation for continued professional growth.

c. **Research and scholarship.** Any candidate whose position description includes an expectation of research/scholarship shall also submit to the unit the following:

   i. *Confirmation of Publications/Creative Materials Selections* with four publication titles or descriptions of creative activity reflecting his/her research, scholarship, and/or creative activities; citation information should be included, as applicable. The candidate must sign this document.

   ii. Electronic copies of publications/creative materials identified on the *Confirmation of Publications/Creative Materials Selections*. A portfolio documenting overall professional activity may be submitted as one piece of evidence in lieu of a publication or other material reflecting scholarly/creative and professional endeavors.

d. **Evidence of excellence in teaching and mentoring.** Any candidate whose position description includes an expectation of teaching shall include materials which demonstrate excellence in teaching and mentoring. These materials must include the *Summary of Student Evaluation of Instruction*, which is provided by the unit. Candidates should work with his or her unit administrator to identify appropriate materials that would effectively demonstrate an engaged effort to improve/sustain excellence in teaching and mentoring. The *Confirmation of Teaching Evidence* cover sheet should be filled out by the unit, and signed by the candidate.

   The Confirmation of Teaching Evidence cover sheet should list at least three different types of evidence of teaching excellence, one of which must be the candidate's *Summary of Student Evaluation of Instruction*. Other types of evidence may include, but are not limited to:

   i. recent, objective, and substantive peer or university administrator evaluations of teaching
   ii. teaching or mentoring honors/awards
   iii. scholarship with a focus on pedagogy
   iv. evidence of student success through a sequence of courses
   v. evidence of mentoring, such as student theses and dissertation (especially to completion)
   vi. papers co-authored with students and projects with student collaborators
   vii. evidence of student career success related to the candidate's teaching or mentoring
   viii. examples of effective teaching innovation by the candidate
   ix. peer review of student portfolios
   x. other evidence determined to be appropriate by the unit administrator in consultation with the candidate
   xi. facilitation of workshops on learning outcome assessment or other pedagogical topics

Evidence should <u>not</u> include student comments on evaluations, course materials (syllabi, sample tests), or other subjective materials. Material in this category should be selected carefully as the quantity of material counts toward the page/size limit described in the *Supporting Materials* section. Include a blank page with a note if there are no teaching materials.

e. **Supporting materials (optional)**. If applicable, based on the candidate's position description, candidate submits an electronic (PDF**)** with supporting materials to unit. Supporting materials may include a total of 50 pages not to exceed 10MB of additional electronic material highlighting excellence in position effectiveness, teaching, research, and/or service. Letters of support from academic personnel outside the candidate's academic home are included in this section and are not confidential. Academic personnel who will review and vote on the candidate should not contribute such a letter. (Note that the materials in item (d) are counted within this page/size limit.) The *Confirmation of Optional Supporting Materials* form must be filled out completely, signed by the candidate, and added to the beginning of the PDF. Include citation information as applicable and PDF page numbers on the form.

Unit Responsibilities

Step 6.   **Confirmation of unit criteria**. Confirm that the unit criteria (as mentioned in P8, *Academic Professional Requirements for Bylaws*) have been posted/approved by the provost office.
   a. The approved or posted document (complete bylaws or policies/procedures) should include the criteria and indicate each level of approval or review attained (academic professional assembly/dean/university librarian/provost).
   b. Bookmark the first page of the unit document and bookmark the first page of the criteria.
   c. If unit criteria are not applicable, please include a page which indicates that.
   d. The unit document is included in the *Unit and College/ASU Library Criteria* section.

Step 7.   **Preparation for external review**. Upon notification of approval for expedited review, unit completes the following actions in preparation for external review:
   a. Unit administrator develops a list of at least six names of people the unit administrator recommends to serve as potential external reviewers. Three of the six names must be at approved peer or aspirational-peer institutions. Proposed reviewers by the candidate and the unit administrator must be experts who are qualified to provide a professional assessment of the impact and quality of the candidate's work in his/her field (see ACD 507-07).
   b. Unit administrator, who has ultimate responsibility for identifying a selection of well-qualified reviewers, meets with dean/university librarian to review list of 12 names (candidate's list plus unit administrator's list). From the 12 names, the dean/ university librarian identifies acceptable reviewers, equally divided between candidate and unit administrator lists.
   c. Unit administrator informally contacts list of acceptable candidates identified by the dean/ university librarian. Informal contact is to ascertain reviewers' availability, with the goal of obtaining six available reviewers equally divided *equally* between the candidate and unit administrator lists, who can provide written reviews within approximately 10 calendar days following the request. At least three reviewers must be from approved peer/aspirational peer institutions.

   The preference is *not* to name the candidate during the informal contact. *However*, if using the candidate's name is necessary in order to secure a strong pool of external reviewers, then the request to each potential reviewer may include the candidate's name as long as the request to each reviewer is essentially the same with no comment or discussion about the case. The same approach should be

used for all candidates in that unit for that year. If the candidate's name is used in the informal request, then the unit administrator should note that fact in the unit administrator letter.

d. Unit administrator completes the _Record of External Reviewers Grid_ identifying reviewers who are available and will receive a formal invitation to participate in the review. Once an external reviewer has been formally invited to participate, the reviewer remains on the grid. Declined or no-response emails are not included with the received external reviewer letters. Indicate participation status if an alternate is not contacted. External reviewers are listed with candidate-proposed reviewers in the first group and unit-administrator-proposed reviewers in the second group. Assign a C# to candidate-proposed reviewers and an L# to unit-administrator-proposed reviewers. Assign the asterisk symbol (*) to any reviewer listed as an alternate.

e. Unit administrator signs and submits _Record of External Reviewers Grid_ to dean/university librarian for signature. All reviewers must be approved by the dean/university librarian.

Step 8. **Formal invitations**. Unit formally invites and sends review materials to the external reviewers identified on the dean-/university librarian-approved and signed _Record of External Reviewers Grid_.

a. Units are encouraged to use the _Sample Outside Letter – Academic Professionals_.

b. In soliciting external letters, unit must comply with the _Academic Senate Requirements for Solicitation of Outside Letters of Recommendation,_ with the exception of the number of reviewers and abbreviated response time.

c. Contents of review packets submitted to the unit to be sent to external reviewers:
   i. The candidate's current curriculum vitae.
   ii. The position description for the candidate.
   iii. The candidate's personal statement.
   iv. If the candidate's position description includes an expectation of research/scholarship, include the candidate's publications or other material reflecting scholarly/creative and professional endeavors.
   v. A current copy of the approved/posted academic unit and ASU Library criteria.

d. Unit coordinates receipt of the external letters and sends reminders for requested letters.

e. Unit includes the C# or L# in the top right corner of the first page of each external reviewer letter.

f. Units are encouraged to number the pages of each letter.

g. Units are encouraged to acknowledge receipt of external letters.

h. All external letters received must be signed by the external reviewer and included in the case file. If an unsigned external letter is received electronically, it should be received from the email address to which the invitation had been sent. Unit should include the email at the end of the attached letter.

i. Unit administrator should note the participation status of each external reviewer on the _Record of External Reviews Grid_.

Step 9. **Summary of student evaluations.** Unit compiles and completes the _Summary of Student Evaluation of Instruction_ and may include any other data directly related to course evaluations. Student comments should not be included. Units are strongly encouraged to review the completed Summaries with the candidate and all other teaching evidence prior to the unit personnel committee review.

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Step 10. *Faculty Sponsored Activity Report.* If external funding is expected for candidates in the candidate's academic unit, then the unit obtains a Faculty Sponsored Activity Report from the dean's/university librarian's office prior to initial internal review.

Step 11. **Submission to unit personnel committee.** Unit submits electronic candidate file to unit personnel committee. File includes:
   a. Materials submitted by candidate as outlined in Step 5.
   b. **Position description** for the candidate.
   c. **Teaching activities**. For candidates whose position description includes an expectation of teaching activities, the unit shall compile and include the *Confirmation of Teaching Evidence*, and the *Summary of Student Evaluation of Instruction,* and may include other data *directly related* to course evaluations.
      i. Student comments should not be included.
      ii. Comparative data of teaching evaluation summary and description of the rating scale are required.
      iii. All teaching evaluation scores from multiple units should be included. Teaching evaluation scores for cross-listed courses can be merged as long as it is noted on the form under the Additional Information column.
      iv. All years of teaching evaluation scores should be included for academic professionals applying for promotion and continuing appointment status or continuing appointment status only. If ten years of data at ASU is not available, please include course information from previous institutions, if available. The previous ten years of teaching evaluation scores should be included for those applying to full.
      v. Academic-unit-directed peer-visit reports during the probationary period or since continuing status can be inserted in the Teaching Evidence section by the unit.
      vi. *Summary of Student Evaluation of Instruction* is the first document in the Teaching Evidence section and does not count toward the 50 page/10MB size limit.
      vii. Unit bookmarks the first page of each item listed on the *Confirmation of Teaching Evidence*.
   d. *Faculty Sponsored Activity Report*. For candidates whose position description includes an expectation of research activities, the unit shall request from the dean/university librarian the candidate's Faculty Sponsored Activity Report (see instructional information in "Important Reminders" section). Include a blank page with a note if no sponsored account information is available or applicable.
   e. **External reviewer materials**. Include a *Record of External Reviewers Grid,* followed by a copy of one official invitation letter, external reviewer letters received, and reviewers' curriculum vitae.
   f. **Unit criteria**. Include complete bylaws or other criteria document with unit criteria bookmarked. Bookmark the first page of the document and the relevant section of the document.

Step 12. **Unit letters.** Unit adds signed internal letters, with voting results and page numbers, to the electronic case file from the following levels of review:
   Reminder: All internal letters should refer to external reviewers by the number assigned to them on the *Record of External Reviewers Grid*; no names of individuals or institutions should be referenced in any internal letter.
   a. Unit personnel committee letter, signed by all members of the committee. If a separate signature page is necessary, include a sentence about the action being taken with the candidate's name at the top of the signature page. If the committee vote is not unanimous, explicitly state the minority view in a

separate section of the letter. Contextualize the vote in terms of the unit bylaws.

    b.   As applicable, a letter from a center director/unit administrator or non-home unit administrator (in the case of a joint appointment). Such letters should represent an independent recommendation. Center directors/unit administrators who submit an internal letter and who belong to the home academic unit of the candidate may not vote on the case within the academic home unit.

Step 13.   **Unit administrator letter.** Unit submits complete file to unit administrator for review and recommendation. Signed unit administrator's letter, including page numbers, is added to the electronic case file. See *Best Practices: Academic Unit Letter*.
Reminder: All internal letters should refer to external reviewers by the number assigned to them on the *Record of External Reviewers Grid*; no names of individuals or institutions should be referenced in any internal letter.

Step 14.   **Request form.** Unit completes *Request for Academic Personnel Action* (APA) form with all appropriate signatures and adds to the electronic case file.

Step 15.   **Submission to the college/ASU Library**. Unit securely submits electronic PDF portfolio of each case to college/ASU Library for review and recommendation. All sections below are PDFs (no other formats or folders).

    a.   The PDF portfolio shall include sections titled and ordered as follows:

        001_APA form_Last NameFirst Initial
        002_Curriculum Vitae_Last NameFirst Initial
        003_Personal Statement_Last NameFirst Initial
        004_Position Description_Last NameFirst Initial
        005_Unit and College/ASU Library Criteria_Last NameFirst Initial (with bookmarks)
        006_Internal Letters_Last NameFirst Initial (personnel committee, followed by unit administrator)
        007_External Letters (*Record of External Reviewers Grid*, sample of external reviewer request letter, followed by external letters as ordered on the grid with bookmarks.
        008_Teaching Evidence_Last NameFirst Initial* (*Confirmation of Teaching Evidence*, *Summary of Student Evaluation of Instruction*, followed by other evidence)
        009_Table of Sponsored Accounts_Last NameFirst Initial*
        010_Publications/Creative Material_Last NameFirst Initial* (*Confirmation of Publications/Creative Materials Selections* followed by materials in order they appear on the form with bookmarks)
        011_External Reviewers Curriculum Vitae_Last NameFirst Initial (as ordered on the *Record of External Reviewers Grid* and bookmarked)
        012_(Optional) Supporting Materials_Last NameFirst Initial (*Confirmation of Optional Supplemental Materials* followed by supplemental materials in order they appear on the form, with bookmarks)
        013_Addendum_Last NameFirst Initial (*Confirmation of Addendum Materials*, followed by materials (with bookmarks) that were added to the file after the first response from an external reviewer is received.
        *As applicable based on the candidate's position description.

b. The PDF portfolio should be saved and titled using the following naming convention: COLLEGE/ASU LIBRARY–UNIT– LastNameFirstName–ActionAcademicYear (e.g., LAW-LAWLIBRARY- SmithJane ExpeditedReview2012-13)

c. The unit should reduce PDF portfolio and add the text-recognition option before submitting to the college/ASU Library.

d. The PDF portfolio should be uploaded by the college/ASU Library to an electronic site as directed.

e. Please do not submit hard copies of this file.

College/ASU Library Responsibilities

Step 16. **Submission to the college/ASU Library personnel committee**. At the dean's/university librarian's discretion, the college/ASU Library submits PDF portfolio to college/ASU Library personnel committee. File includes:

a. Materials submitted to and by the unit as outlined in Steps 7-13.

b. College/ASU Library criteria (as mentioned in P8, *Academic Professional Requirements for Unit Bylaws*) which have been approved/posted by the provost's office.

  i. The document (criteria document, complete bylaws, etc.) should include the criteria and indicate each level of approval or review attained (academic professional assembly/dean/university librarian/provost).

  ii. Bookmark the first page of the college/ASU Library document, and the relevant section of within the documents.

  iii. College/ASU Library document is added to *Unit and College/ASU Library Criteria* section.

Step 17. **College/ASU Library committee letter**. If the dean/university librarian requested the use of the college/ASU Library personnel committee, the college/ASU Library adds the internal letter, with voting results and page numbers, from the college/ASU Library personnel committee signed by all members of the committee to the end of the *Internal Letters* section of the PDF portfolio. If the committee vote is not unanimous, explicitly state the minority view in a separate section of the letter. Contextualize the vote in terms of the unit bylaws. Reminder: All internal letters should refer to external reviewers by the number assigned to them on the *Record of External Reviewers Grid*; no names of individuals or institutions should be referenced in any internal letter.

Step 18. **Dean/university librarian letter**. College/ASU Library submits PDF portfolio to dean/university librarian for review and recommendation. Signed dean's/university librarian's letter, including page numbers, is added to PDF portfolio at the end of the Internal Letters section. Reminder: All internal letters should refer to external reviewers by the number assigned to them on the *Record of External Reviewers Grid*; no names of individuals or institutions should be referenced in any internal letter.

Step 19. **Request form**. College/ASU Library reviews for accuracy and updates the *Request for Academic Personnel Action* (APA) form with all appropriate signatures and adds to the APA section of the PDF portfolio replacing the previous APA form.

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Step 20. **Submission to the provost's office.** College/ASU Library submits electronic PDF portfolio of each case to the university for review and recommendation. All sections below are PDFs (no other formats or folders).

    a. The PDF portfolio shall include sections titled and ordered as follows:

        001_APA form_Last NameFirst Initial

        002_Curriculum Vitae_Last NameFirst Initial

        003_Personal Statement_Last NameFirst Initial

        004_Position Description_Last NameFirst Initial

        005_Unit and College/ASU Library Criteria_Last NameFirst Initial (with bookmarks)

        006_Internal Letters_Last NameFirst Initial (unit personnel committee, followed by unit administrator, college/ASU Library personnel committee, dean/university librarian)

        007_External Letters_Last NameFirst Initial (*Record of External Reviewers Grid*, sample of external reviewer request letter, followed by external letters as ordered on the grid with bookmarks)

        008_Teaching Evidence_Last NameFirst Initial* (*Confirmation of Teaching Evidence*, *Summary of Student Evaluation of Instruction*, followed by other evidence)

        009_Table of Sponsored Accounts_Last NameFirst Initial*

        010_Publications/Creative Materials_Last NameFirst Initial* (*Confirmation of Publications/Creative Materials Selections* followed by materials in the order they appear on the form with bookmarks)

        011_External Reviewers Vitae_Last NameFirst Intial (as ordered on the *Record of External Reviewers Grid* and bookmarked)

        012_(Optional) Supporting Materials_Last NameFirst Initial (*Confirmation of Optional Supporting Materials* followed by supporting materials, with bookmarks, in order they appear on the form)
        *As applicable based on the candidate's position description.

        013_Addendum_Last NameFirst Initial (*Confirmation of Addendum Materials*, followed by materials (with bookmarks) that were added to the file after the first response from an external reviewer is received.

    b. PDF portfolio should be saved and titled using the following naming convention: COLLEGE/ASU LIBRARY–UNIT– LastNameFirstName–ActionAcademicYear (e.g., LAW-LAWLIBRARY- SmithJane-ExpeditedReview2012-13)

    c. If possible, college/ASU Library should reduce PDF portfolio and add the text recognition option before submitting to the university.

    d. PDF portfolio should be uploaded to a secure college/ASU Library-specific file on provost's share drive as directed by the university; notify the provost's office when the file has been uploaded.

    e. Please do not submit hard copy of these materials.

Step 21. **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/university librarian of the president's decision.