

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.

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.

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/university libraries, 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 he/she 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 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 not 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.

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- e. **Supporting materials (optional).** If applicable, based on the candidate's job 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.
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Unit Responsibilities

- Step 6. Unit Criteria.** Confirm that the unit criteria (as mentioned in [P8](#), "Academic Professional Requirements for Bylaws") have been received by the provost office.
 - a. The approved document (complete bylaws or policies/procedures) should include the criteria and each level of action for academic professional recommendation of approval, dean/university librarian approval, and provost approval.
 - b. Bookmark the first page of the unit document and the first page of the criteria.
 - c. If unit criteria are not applicable, please include a page which indicates that.
 - d. External reviewers receive criteria only; all internal levels of review receive complete bylaws or policies/procedures with criteria bookmarked.
 - e. The unit document is included in the *Unit and College/University Libraries 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 he/she 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

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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.

- c. 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.
- d. 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 academic unit and or 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. Table of Sponsored Accounts.** If external funding is expected for candidates in the candidate's academic unit, then the unit obtains a Table of Sponsored Accounts from the dean'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. **Table of Sponsored Accounts.** For candidates whose position description includes an expectation of research activities, the unit shall request from the dean/university librarian the candidate's Table of Sponsored Accounts (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

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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. APA 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/university libraries. Unit securely submits electronic PDF portfolio of each case to college/university libraries 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:

01_APA form_Last NameFirst Initial

02_Curriculum Vitae_Last NameFirst Initial

03_Personal Statement_Last NameFirst Initial

04_Position Description_Last NameFirst Initial

05_Unit and College/University Libraries Criteria_Last NameFirst Initial (with bookmarks)

06_Internal Letters_Last NameFirst Initial (personnel committee, followed by unit administrator)

07_External Letters (*Record of External Reviewers Grid*, sample of external reviewer request letter, followed by external letters as ordered on the grid with bookmarks).

08_Teaching Evaluation_Last NameFirst Initial * (*Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction*, followed by other evidence)

09_Table of Sponsored Accounts_Last NameFirst Initial *

10_Publications/Creative Material_Last NameFirst Initial * (*Confirmation of Publications/Creative Materials Selections* followed by materials in order they appear on the form with bookmarks)

11_External Reviewers Curriculum Vitae_Last NameFirst Initial (as ordered on the *Record of External Reviewers Grid* and bookmarked)

12_(Optional) Supporting Materials_Last NameFirst Initial (*Confirmation of Optional Supplemental Materials* followed by supplemental materials in order they appear on the form, with bookmarks)

13_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:

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COLLEGE/UNIVERSITY LIBRARIES–UNIT–LastNameFirstName – ActionAcademicYear
(e.g CLAS-PSY-SmithJane-ExpeditedReview2012-13)

- c. The unit should reduce PDF portfolio and add the text-recognition option before submitting to the college/university libraries.
- d. The PDF portfolio should be uploaded by the college/university libraries to an electronic site as directed.
- e. Please do not submit hard copies of this file.

College/University Libraries Responsibilities

- Step 16. Submission to the College/University Libraries Personnel Committee.** At the dean’s/university librarian’s discretion, the college/university libraries submits PDF portfolio to college/university libraries personnel committee. File includes:
- a. Materials submitted to and by the unit as outlined in Steps 7-13.
 - b. College/university libraries criteria (as mentioned in [P8](#), “Academic Professional Requirements for Unit Bylaws”) which have provost approval.
 - i. The document (criteria document, complete bylaws, etc.) should include the criteria and each level of approval (academic personnel, dean/university librarian, provost).
 - ii. Bookmark the first page of the college/university libraries document, and the relevant section of within the documents.
 - iii. College/university libraries document is added to *Unit and College/University Libraries Criteria* section.
- Step 17. College/University Libraries Committee Letter.** If the dean/university librarian requested the use of the college/university libraries personnel committee, the college/university libraries adds the internal letter, with voting results and page numbers, from the college/university libraries 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/university libraries 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.

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- Step 19. APA Form.** College/university libraries 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.
- Step 20. Submission to the Provost's Office.** College/university libraries 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:
 - 01_APA form_Last NameFirst Name**
 - 02_Curriculum Vitae_Last NameFirst Name**
 - 03_Personal Statement_Last NameFirst Name**
 - 04_Position Description_Last NameFirst Name**
 - 05_Unit and College/University Libraries Criteria_Last NameFirst Name** (with bookmarks)
 - 06_Internal Letters_Last NameFirst Name** (unit personnel committee, followed by unit administrator, college/university libraries personnel committee, dean/university librarian)
 - 07_External Letters_Last NameFirst Name** (*Record of External Reviewers Grid*, sample of external reviewer request letter, followed by external letters as ordered on the grid with bookmarks)
 - 08_Teaching Evaluation_Last NameFirst Name *** (*Confirmation of Teaching Evidence, Summary of Student Evaluation of Instruction*, followed by other evidence)
 - 09_Table of Sponsored Accounts_Last NameFirst Name ***
 - 10_Publications/Creative Materials_Last NameFirst Name *** (*Confirmation of Publications/Creative Materials Selections* followed by materials in the order they appear on the form with bookmarks)
 - 11_External Reviewers Vitae_Last NameFirst Name** (as ordered on the *Record of External Reviewers Grid* and bookmarked)
 - 12_(Optional) Supporting Materials_Last NameFirst Name** (*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.
 - b. PDF portfolio should be saved and titled using the following naming convention:
COLLEGE/UNIVERSITY LIBRARIES–UNIT–LastNameFirstName – ActionAcademicYear
(e.g CLAS-PSY-SmithJane-ExpeditedReview2012-13)
 - c. If possible, college/university libraries 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/university libraries-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.