**EXTRA-DEPARTMENTAL COMMITTEE MEMBER /**

**SUBSTITUTE CHAIR REQUEST**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The Department of | | | |  | | | | | |
| requests approval for the following individual(s): | | | | | |  | | | |
|  | | | | | | | | |
| who has/have agreed as indicated by signature(s) below to serve as: | | | | | | | | | |
|  | |  | Departmental Evaluation Committee Member(s) | | | | |  | |
|  | |  | Departmental Promotion / Tenure Committee Member(s) | | | | |  | |
|  | |  | Substitute Dept Chair (indicate which will serve as chair, if more than one name is requested) | | | | | |  | |
| for the evaluation of (faculty name): | | | | |  | | | | |
| for the period of the following academic year only: | | | | | | |  | | |
| due to the following reason(s) only, as specified in the CBA and applicable MU policies (see p. 2 for references): | | | | | | | | | |
|  | |  | Self, family or household member being evaluated / considered for promotion or tenure. | | | | | | |
|  | |  | Chair is being evaluated / considered for promotion or tenure, requires substitute chair. | | | | | | |
|  | |  | Faculty and/or chair is / are serving on the University-wide Promotion & Tenure Committee, requires extra-departmental committee member(s) and / or substitute chair. | | | | | | |
|  | |  | Not enough faculty members in department to serve on committee. | | | | | | |
|  | |  | Not enough faculty members in department to serve due to one or more applying for promotion. | | | | | | |
|  | |  | Not enough tenured faculty members in department to serve on committee. | | | | | | |

**Signature(s) of Those Willing to Serve:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVED:**

In accordance with the CBA, the following have approved the individual(s)above:

Faculty being evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Department Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

CBA and MU Policy References

for Extra-Departmental Committee Members

Per CBA Article 12.C.1.a.:

“Each department shall select a committee to assist in the evaluation function. The departmental evaluation committee shall consist of at least three (3) members, and shall exclude the department chairperson … No FACULTY MEMBER shall serve on their own evaluation committee or as a member of the department evaluation committee for a member of their immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in the same household as the FACULTY MEMBER …

If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the FACULTY MEMBER, department and university, who are from outside the department, UNIVERSITY or STATE SYSTEM may be used in any or all parts of the evaluation process.”

Per CBA Article 12.C.1.c(2):

“No department chairperson shall provide a chairperson evaluation of themself, or an evaluation of a member of their immediate family or a person residing in their household. Immediate family shall be defined as spouse/DOMESTIC PARTNER, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law. The department (excluding the Chair) shall select another FACULTY MEMBER acceptable to the department, the FACULTY MEMBER being evaluated, and management to substitute for the department chairperson ...”

Per Millersville University Promotion Statement VI.A:

Within each department there shall be promotion or evaluation committee(s) elected by the department regular full-time faculty members. The department shall determine the size of each committee, but it shall contain at least three but no more than five tenured members …

… … No faculty member who is an applicant for promotion may serve on any departmental or university-wide promotion and tenure committee that will be considering their application. Additionally, no faculty member shall serve on a departmental committee when a member of their immediate family or a person residing in their household is an applicant for promotion. Immediate family shall be defined as spouse, child, step-child, parent, stepparent, parent-in-law, brother, sister, brother-in-law, or sister-in-law.

Per Millersville University Promotion Statement VII.A.5:

No [University-wide Promotion and Tenure] committee member shall serve on their departmental promotion and tenure committee.

Per Millersville University Promotion Statement VII.A.7:

No faculty member who is an applicant for promotion may serve on any departmental or university-wide promotion and tenure committee that will be considering their application. Additionally, no faculty member shall serve on a departmental or university-wide promotion and tenure committee when a member of their immediate family or a person residing in their household is a candidate for promotion.

Per Millersville University Promotion Statement VII.A.8:

Department chairpersons, if serving on the university-wide promotion and tenure committee, must recuse themselves from writing departmental chairperson evaluations for candidates applying for promotion.

Per Millersville University Tenure Statement III.A:

1. Each department shall have a promotion and tenure committee consisting of at least three, but no more than five, tenured faculty members, not to include the department chairperson, who shall write a recommendation separate from the department chairperson.
2. Non-tenured faculty shall not serve on the departmental promotion and tenure committee.