Cautionary Note The person who will act as the recorder at the meeting should be elected or volunteer to perform this service BEFORE proceedings begin. This person will also sign the official letter/s that the Dean sends on to the Provost.

Sample memos for use as templates may be found in "Library faculty review memo templates for Appendix I.docx" in the R: drive in the "Faculty Personnel Policies Templates" folder in the "Common" folder. [1] Templates

Quorum Always state the date and time of the meeting. Include a list of those in attendance. Always mention the number of eligible faculty attending and the number that are absent.

Paper Ballots: Be sure to keep them separate if more than one candidate has submitted a portfolio. Conduct a re-count to verify the final vote taken in the meeting regarding each person up for consideration. Gather the paper ballots for each candidate, carefully separate them, and identify them by candidate name. Do include them all in one sealed envelope that goes to the Library Dean.

Distribution of Memorandum A draft or drafts of the memorandum/s should be sent by e-mail to each committee member for input. Please be considerate and respond in a timely manner to allow the recorder to make necessary changes or additions before submitting final copies to the Dean.

Distribution of Final Copy or Copies Electronic and paper copy should be sent to the Dean for each candidate under review. Both formats should also be sent to each person’s immediate supervisor as well.

Turnaround Time The Dean would like notification of the decisions within two days of the T and P meeting for himself as well as the supervisors involved.