

## Checklist for Division Review Committee (DRC) Chairs

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Deliberations by Division Review Committees (DRCs) are governed by procedural fairness, and the highest standards of professionalism, discretion, and equity. It is the DRC's responsibility to make a reasoned evaluation of the application against the criteria in the Standards in the candidate's Division in an efficient and timely manner.

The following checklist has been developed to support DRC Chairs in the review, assessment, and decision on a Candidate's application for tenure and/or promotion. All components of the review process should be marked as complete, except for variables that may not be required depending on the specifics of an application (e.g., correspondence with Dean and/or Candidate). For details, go to Section 9 of the [Terms and Procedures for Tenure and Promotion](#) and the [Guide to the Tenure and Promotion Process For Division and University Review Committees and Deans](#).

### 1. Before Initial Meeting

- a) Confirm all committee members and alternates have completed the required training.
- b) Confirm there is no conflict of interest with members. If a conflict exists, replace with alternate.
- c) Schedule meeting date and time with DRC members. Provide date of meeting to the candidate.
- d) Prepare and distribute agenda for the meeting, attach copy of [Faculty Standards](#) for the Division.
- e) Review [TPF Checklist](#) to ensure application is complete and there are no missing requirements.

### 2. At the Initial Meeting to Consider the Candidate's Application

- a) Keep record of attendance and confirm quorum; Chair and three of four voting members.
- b) Remind members of the requirements for confidentiality
- c) Confirm members have reviewed application, understand criteria and how they are to be applied
- d) Lead the discussion of the application against the Standards; keep a record of that discussion
- e) If deemed necessary by majority, ask candidate in writing to provide clarification of information or material in TPF. Keep written record of questions/answers arising from requests.
- f) Members, without abstentions, vote on a motion framed in the affirmative: That the candidate will be granted tenure and promotion to Associate Professor; or promotion to Full Professor.
- g) After ballot, members state reasons persuasive in their vote; dissenters state reasons in writing.

### 3. Completing the DRC Recommendation and Report

- a) Circulate minutes to DRC members for approval.
- b) Write report: ensure recommendation is substantive, relates to the Standards, and that it accurately reflects majority recommendation.
- c) Distribute to members for their signatures. Append dissenting opinions to the report. No names are attached to recommendation or dissenting opinions.
- d) Forward DRC Recommendation and Report to the URC Chair, Dean of the Division and Candidate. If recommendation is to deny tenure and/or promotion, inform candidate of the opportunity to provide a written response prior to their application being considered by the URC.
- e) Upload the DRC Recommendation and Report to the Candidate's TPF.