

## Personnel Procedures – Frequently Asked Questions

**Q:** What is the definition of a solicited document?

**A:** A solicited document is any document specifically solicited by the IPC for use in its deliberations.

**Q:** If a letter is unsolicited by the IPC and does not have release form, can the UPC see the letter?

**A:** The UPC can see the letter if it has been signed by the author.

**Q:** If a letter is unsolicited by the IPC and the author did not submit a release form, but the author did copy the candidate under consideration, can the UPC see the letter?

**A:** Yes, if the writer copied the candidate, the letter is considered to have been released by the author.

**Q:** If a letter is unsolicited by the IPC and the author of the letter is unidentified, can the UPC see the letter?

**A:** No, the letter must be removed from the UPC copy of the personnel case.

**Q:** If a student signs his/her name on the student opinion of teaching survey can the UPC see the SOOT?

**A:** The UPC can only review the SOOT if the student signs a release form.

**Q:** When can a candidate review the solicited letters of recommendation?

**A:** Solicited evaluation letters are to be seen by the candidate only after these have been placed in the official personnel file. This happens after the first UPC memo goes out to the candidate. Human Resources reviews the documents in each personnel case that are to be placed in the official personnel file to be sure those added to the file conform to all policies regarding release of information

**Q:** If the UPC meets and makes a decision on a non-mandated personnel case, can he/she still terminate the case?

**A:** Yes, a candidate can terminate a case anytime before the President makes his/her decision. Once the President makes a decision, the process is over.

**Q:** According to 3.2.5 of the Provost's Procedures for Personnel Cases, the IPC, by majority vote, may request a caucus of all other faculty members in the academic subdivision, excluding the individual under consideration, to meet and discuss the case. What can the other faculty members [non-IPC members] see in the case?

**A:** The caucus of all other faculty members in the academic subdivision can only see information provided by the candidate [ex: vita, SOOTS, research record, etc.].

**Q:** If the candidate sends back a response to the IPC report that indicates that he/she has no comment on the report does that response get included in the personnel case?

**A:** Yes.

**Q:** In Oracle, how do I know when permanent residency has been granted?

**A:** In Others, Extra Information, Visa Details, the code LPR [Lawful Permanent Resident] is used once permanent residency has been granted.

**Q:** Can an international faculty member who is on an H-1B visa be given a three-year renewal?

**A:** Yes, in fact, the three-year renewal letter from the President is what is used to petition the United States Citizenship and Immigration Services for an extension on the H-1B visa classification.

**Q:** Can an international faculty member who is on an H-1B visa be given a three-year term appointment?

**A:** No, the initial appointment letter should state that it is a three-year temporary appointment, and if the faculty member goes through the three-year renewal process and he/she is still has not received permanent residency, the three-year renewal letter must state that the appointment is a temporary appointment.

**Q:** If a department wants to hire a tenure-track associate professor without tenure, does the department need to convene an IPC to make an offer?

**A:** No, the department sends a recommendation to the Dean, who in turn sends a recommendation to the Provost. No IPC convenes, just the faculty in the department need to agree upon the title of Associate.

## Personnel Procedures – Frequently Asked Questions

**Q:** If a department wants to hire a new faculty member as an associate professor with tenure, does the department need to convene an IPC to make an offer?

**A:** Yes, the IPC would send a recommendation to the dean, who in turn sends a recommendation to the Provost, to hire the faculty member with tenure.

**Q:** If a candidate wishes to use a colleague from another department within Binghamton University as an outside evaluator, is this permissible?

**A:** No, an outside evaluator is referred to as someone outside of the University.

**Q:** Can the IPC, Chair or Dean quote an evaluator if the evaluator has several positive things to say about a candidate?

**A:** The IPC, Chair or Dean may quote the evaluator in their letters of recommendation, but they must not identify the evaluator in any way.

**Q:** Is it necessary to have full curriculum vitas of the external reviewers?

**A:** It is only necessary to have full curriculum vitae of the external reviewer if the personnel case is one for Distinguished Professorship.

**Q:** What does "on continuing appointment" refer to?

**A:** A faculty member who is tenured.