

15.4 The appropriate faculty unit committee may recommend timelines for conducting evaluations. All evaluations shall be conducted and completed within the period of time specified by the President. The Working Personnel Action File shall be forwarded in a timely manner to the next level of review.

15.5 At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review.

New review materials shall be inserted into the Working Personnel Action File per Provision 15.12 (b).

This section shall not require that evaluation timelines be extended.

15.6 Administrative Level Reviews shall be conducted by the appropriate administrators.

15.7 The Working Personnel Action File shall be forwarded to the President who shall review and consider all materials thus submitted.

15.8 The Working Personnel Action File shall be defined as that file specifically generated for use in a given evaluation cycle. That file shall include all required forms and documents, all information specifically provided by the employee being evaluated, and information provided by faculty unit employees, students, external reviewers, and academic administrators. It shall also include all faculty and administrative level evaluation recommendations from the current cycle, and all rebuttal statements and responses submitted.

The contents of the Working Personnel Action File may be compiled and reviewed in electronic format, pursuant to campus policy.