

(from Purdue College of Agriculture A/P Advancement System Policies and Procedures, revised 8/6/15)

B. COMPOSITION AND TENURE OF COMMITTEES

1. Department Committee

- a. The departmental review committee, elected by the A/P staff of that department, shall consist of at least 3 voting members. At least 1 member shall be a rank 6 A/P staff member. Faculty representatives are optional; however, they shall number in the minority.
- b. The Department Head shall serve as chairperson, but in a non-voting capacity, and make every effort to ensure fairness. The Department Head shall have the option to appoint 1-2 additional members.
- c. Departmental review committee members may be drawn from another department. The department/unit head will consult with the head of an appropriate "donor" department, and the senior professional will be asked to serve by his/her head.
- d. There shall be a rotational membership plan to ensure continuity of the committee.
- e. Individuals may not sit on the committee when they or their supervisor are being considered for promotion. Committees may have an active alternate to serve when a regular member needs to absent himself/herself.
- f. A/P staff of each department shall select an A/P and a faculty nominee to be forwarded to the Dean for possible appointment to the Dean's Committee.

2. Dean's A/P Evaluation Committee

The Dean's Committee shall consist of nine voting members, including one of the four directors of ARP, CES, IPIA, and Academic Programs, or a designee representing this group appointed by the Dean, five senior (Rank 6) professionals, and three faculty members. A committee member will dismiss him/herself from the vote if there is a conflict of interest. At least seven committee members must vote on each document. The committee shall be appointed and chaired by the Dean (non-voting) or the Dean's designee. The five professional and three faculty members on the committee shall be selected from a list of names provided by the Department/Unit Heads (according to f above). The committee shall be appointed annually; but a given professional or faculty representative cannot serve more three consecutive years.