

Protocol to Resolve Disputes over ACF A&P Committee Decisions

All decisions of the Adjunct Clinical Faculty (ACF) A&P Committee must be based on information (e.g., letters, CVs, volunteer hours, & evaluation forms, etc.) and policy, which is dictated by Chapter Six rules and Department Guidelines. Among Committee decisions, the most sensitive involve decisions whether or not to recognize specific service hours, whether or not to support new appointments or reappointments, and whether or not to put forward recommendations for promotions.

In all cases of negative recommendations by the Committee with respect to service hours, new appointments, reappointments, and promotions, such Committee recommendations are communicated to the Department Chair along with a statement of fact and policy that formed the basis of the recommendation. If the Chair approves the recommendation, the ACF member will be informed that a request for reconsideration can be submitted to the Committee and must be made within 30 days of being notified of the decision. The ACF member's request must be submitted in writing and include a statement of fact and/or policy that provides a rationale to overturn the initial decision.

If upon reconsideration the Committee affirms its initial decision, the member shall be informed, in writing, that a request can be made for an independent review by a panel of two members of ACF and one member of the Department's Professoriate Faculty. Members of the independent review panel are not involved in the initial decision and are appointed by the Chair or the Chair's designee. The ACF member has the right to submit, in writing, a statement of fact and/or policy for the independent review panel to consider.

An independent review file will be created that consists of all of the ACF A&P Committee's recommendations along with the Committee's statement of fact and/or policy, as well as the ACF member's written request for reconsideration and supporting information. The independent review file shall be the principal basis of the independent review by the panel of three. The panel can recommend affirming the Committee's decision or recommend that the Committee change its decision based on the panel's findings. The panel's recommendation will be submitted, in writing, to the Department Chair or the Chair's designee. The Department Chair or the Chair's designee will make the final decision and inform the Committee and the member. This will conclude the process and close the matter.