

# Equity Coordinator (Renewal-Promotion-Tenure Observer) Protocol for Observing Personnel Committee Deliberations

---

## Roles of the Equity Coordinator on Personnel Committees

1. Ensure that principles of equal employment are followed in the committee's deliberations and actions.
2. Ensure that procedures for promotion, renewal and tenure as outlined in the *Faculty and Academic Staff Handbook* are followed.
3. Serve as a liaison with the Office of Equal Opportunity, Equity & Affirmative Action on matters related to college personnel decisions.

### Equity Coordinator Protocol-Renewal, Promotion, Tenure Observations

- |  |
|--|
| 1. Familiarize yourself with the candidate's qualifications and credentials, as provided for review, before the personnel committee meets.   |
| 2. Review the pertinent section(s) of the current <i>Faculty and Academic Staff Handbook</i> (bring the <i>Handbook</i> along to the Personnel Committee meeting), to ensure that the procedures for promotion, renewal and tenure have been followed in the personnel committee meeting as listed: <ul style="list-style-type: none"> <li>• FAC 4.B. Faculty Renewal and Nonrenewal – <b>(includes college committee as initial level)</b></li> <li>• FAC 4.E. Faculty Tenure – <b>(includes early tenure)</b></li> <li>• FAC 5 Faculty Promotion</li> <li>• Appendix A: College personnel materials</li> </ul> |
| 3. Review current copies of all applicable department/college rules and procedures, giving attention to any unique or unusual provisions. (You could request a copy of departmental bylaws from department chair prior to Personnel Committee meeting if applicable.)  |
| 4. Ask the committee chair to explain your role and participation to the committee at the start of the meeting.  |
| 5. Observation of the Wisconsin Open Meetings Law  |
| 6. Constituency of the initial level of review is according to the <i>Handbook</i> : <ul style="list-style-type: none"> <li>• If it is the department, the committee shall include all tenured members of the department.</li> <li>• If there are less than three tenured faculty members in the department, they shall be joined by the college renewal and tenure committee.</li> </ul>  |
| 7. Know and understand the basic principles of equal employment opportunity and nondiscrimination policies. Equal Employment Opportunity means that all individuals are treated equitably in all personnel matters.  |

ethnicity  
ancestry  
marital status

gender  
veteran's status  
religion

national origin  
age  
disability

arrest or conviction  
sexual orientation  
gender identity or expression

- Monitor the committee's proceedings to make certain that no unfounded or arbitrary assumptions of fact are made.
- Listen carefully for the possible interjection of immaterial or improper factors into the committee's discussion and decision-making process.
- **Do not** become an active participant in discussion of candidate credentials.
- Be sensitive to statements or comments that may suggest the application of different standards based on individual characteristics.
- Observe the dynamics of the interaction of committee members and the flow of the discussion to note whether any statements appear to be biased or discriminatory.
- Observe whether all committee members are afforded an opportunity to express their views and impressions in the course of the proceedings.
- Make sure that fair voting or balloting procedures are followed.
- Guard against making a substitution of your own academic judgement for that of others.
- Reflect on your experience and openly share your impressions on process issues with committee members in order to help improve the quality of all deliberative processes.

8. Voting, and evaluation of the faculty member's record in each identified area.

9. The Personnel Committee's written critical evaluation in support of the tenure or renewal decision should be an accurate representation of the committee's assessment of the probationary faculty member's progress towards tenure (in all three areas) that identify and discuss; if appropriate, any specific areas that need attention or improvement.

#### **Notice of Nondiscrimination**

*The University of Wisconsin Oshkosh is committed to nondiscrimination on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, gender expression, religion, age, ancestry, disability, genetic information, pregnancy, marital or parental status, military status, veteran status, arrest or conviction record, or political affiliation in admissions, educational programs or activities and employment, including employment of disabled veterans and veterans of the Vietnam Era, as required by applicable laws and regulations.*

**Please complete and forward the following summary of the committee's actions to the Director of Equal Opportunity, Equity & Affirmative Action ([afaction@uwosh.edu](mailto:afaction@uwosh.edu)) or Dempsey Hall Room 328**

Name of Personnel Committee (*department and/or college*):

---

Name of Faculty Candidate:

---

Renewal:      1 yr.      2 yr.      3 yr.      Promotion      Tenure

Summary of Action Taken on the personnel decision:

---

---

---

---

---

---

Please document any problem areas which may require further discussion:

---

---

---

---

---

**I personally observed that principles of equal employment opportunity and nondiscrimination were followed in the personnel committee's deliberations and actions.**

\_\_\_\_\_  
(Printed Name of Equity Coordinator/Observer)

\_\_\_\_\_  
(Signature of Equity Coordinator/Observer)

\_\_\_\_\_  
(Date)