

Effective: Fall 2017

**Local Agreement:
REQUESTING EXTRA-DEPARTMENTAL COMMITTEE MEMBERS
AND ACTING CHAIRPERSONS
AND CHANGES TO DEPARTMENTAL EVALUATION COMMITTEES**

Approved: August 25, 2017
MU/APSCUF-MU Meet & Discuss

The Collective Bargaining Agreement (CBA), Article 12.C.1.a recognizes that there may be times when individuals from the same or within related disciplines who are outside the department or the University, may be used in any or all parts of the evaluation processes for reappointment, post-tenure evaluation, promotion and tenure. These instances may include the following:

- When departments do not have enough faculty members, or enough tenured faculty members, to form an evaluation committee.
- When a department chair is to be evaluated. (If there are not enough faculty or tenured faculty to allow one to serve as acting chair, an extra-departmental acting chair must be requested.)
- When faculty members may wish to replace, remove or add one or more of the department-composed committee members with faculty from other departments or outside the university.

The faculty member being requested must be willing to serve in that capacity.

Department Requests for Extra-Departmental Committees

For department requests for an extra-departmental committee member, the chairperson shall fill out the Extra-Departmental Committee Member Request form (see Exhibit A) and obtain the faculty, chairperson, dean and provost's signatures. The Provost's Office may initiate the form on behalf of the Pr

(e.g., a request should be made by September 15 for an evaluation due from the committee by November 1).

This process is in accordance with CBA Article 12.C.1.a., "If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the FA



Exhibit B

Form available on Provost's webpage "[Information for Faculty.](#)"

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and Changes to Departmental Evaluation Committees