

October 10, 2024

COMMITTEE ON ACADEMIC PERSONNEL CONSULTATION PROCEDURE

In order to allow careful consideration of issues brought before the Committee on Academic Personnel (CAP) for consultation, and to assure that those consulting with CAP receive a timely and clear response, the committee adopts the following guidelines:

1. Topics on which consultation is sought will be listed on the committee's agenda. Deadline for agenda item submission is on Wednesday the week before the meeting at 4pm.
2. Supporting documents for scheduled consultations will be distributed with the committee's agenda. Deadline for submission of supporting documents is 4pm Wednesday, the week prior to the meeting, unless special arrangements are made with the Senate Office to circulate the documents in advance of the meeting.
3. The committee will endeavor to respond in writing on all topics on which it has been formally consulted within two weeks of such consultation, indicating clearly whether further discussion is required, what recommendations it is prepared to make, and what further response, if any, is expected from the Administration before the consultative process is complete.
4. Unscheduled topics may be introduced and supporting documents may be distributed at committee meetings, but the committee will not respond (either orally or in writing) until after it has had the opportunity for discussion at a subsequent meeting.
5. CAP's agenda will effectively close (no further submissions) the **first week in May** to enable the committee to finish pending business.
6. Invitations to consult with the Principal Officers are made directly with the principal officer.
7. Information requests are made directly to the Principal Officers, with a cc to the CP/EVC.

cc: Chancellor Larive
CPEVC Kletzer
Vice Chancellors
Vice Provosts
Academic Deans

Approved 10/10/24 by the Committee on Academic Personnel