

Process Guide for New-Hire Expedited Review

(candidates being hired into continuing-status-eligible academic professional positions)

Academic Affairs Manual (ACD) Policies governing expedited review: [ACD507-06](#), [ACD507-07](#)

The expedited review process can be used to make a scholarly review of academic professionals hired with continuing status consistent with the scholarly review of academic professionals coming through the ranks at ASU. The president may decide following this review or may call for additional information as needed.

Section 1: Offer letters

It is permissible to make an offer of a continuing status position contingent on the successful result of an expedited review process. The following template should be followed in such letters: “We are pleased to offer you an appointment as Associate Librarian/Librarian in the Department/School of _____. Your appointment is for a full-time position and is categorized as continuing status, contingent on the successful result of an expedited continuing status review process. If the expedited continuing status process is not successful, under current policy you will be eligible for consideration for continuing status no later than your ____ year of employment (academic year ____).”

Section 2: Portfolio and University Review

The unit should assemble the PDF Portfolio (see Section 3) based on the appropriate circumstances below and submit it to the college/ASU Library. The college/ASU Library will review and submit it to the Office of the Vice Provost for Academic Personnel. A signed offer letter must be received by the Office of the Vice Provost for Academic Personnel in order to proceed with the expedited review. New-hire expedited cases should be sent to the Provost's Office within 60 days of a signed offer letter.

The submitted materials must include a copy of the signed offer letter and the unit and/or college/ASU Library criteria.

A. Candidates at Peer/Aspirational Peer Institutions seeking continuing status at current rank

Peers or aspirational peers of ASU are members of the [Association of American Universities](#) or University Peer Institutions (approved by ABOR in 2009), available from the college/ASU Library.

For candidates employed with continuing status at a peer or aspirational peer institutions who currently hold the rank at which they are being hired (e.g., hired as associate librarian, currently associate librarian), Provost and President will review:

1. Candidate's curriculum vitae
2. External reviewer letters or notes from reviewer calls
 - a. The review must include a minimum of five external reviewer letters/notes solicited from list provided by the unit administrator in consultation with the dean.
 - b. Reviewers must be sent the candidate's CV for review.
 - c. Reviewer letters/notes should address research, teaching and service and must answer the question, “Do you recommend continuing status for this appointment?”
 - d. Include dean approved and signed [Record of External Reviewers Grid](#).
3. Unit/College/ASU Library letters
 - a. Unit administrator's letter must reference a vote of the academic personnel (can be unit committee or all academic personnel at that current level, etc.).
 - b. College/ASU Library dean's letter must be included.
 - c. Internal letters must address excellence in teaching, research and service. For grant-intensive areas, grant activity must be documented.

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B. Candidates at Non-Peer/Non-Peer Aspirational Institutions seeking continuing status at current rank

For candidates employed with continuing status at an institution that is not an official peer/aspirational peer for ASU, and who would be hired in the same rank that they now hold, a subcommittee of University Promotion and Continuing Appointment Review Committee, Provost, and President will review:

1. Candidate's curriculum vitae
2. External reviewer letters or notes from reviewer calls
 - a. The review must include a minimum of five external reviewer letters/notes solicited from list provided by the unit administrator in consultation with the dean.
 - b. Reviewers must be sent the candidate's CV for review.
 - c. Reviewer letters/notes should address research, teaching and service and must answer the question, "Do you recommend continuing status for this appointment?"
 - d. Include dean approved and signed [Record of External Reviewers Grid](#).
3. Unit/ College/ASU Library letters
 - a. Unit administrator's letter must reference a vote of the academic personnel (can be unit committee or all academic professionals at that current level, etc.)
 - b. College/ASU Library dean's letter must be included.
 - c. Internal letters must address excellence in teaching, research and service. For grant-intensive areas, grant activity must be documented.

The president may make a decision following this review or may call for additional information as needed.

C. Candidates seeking continuing status and/or promotion with hire

For candidates who do not have continuing status at their current institution or who are requesting promotion to a higher rank than they hold at their current institution, a subcommittee of University Promotion and Continuing Appointment Committee, Provost, and President will review:

1. Candidate's curriculum vitae
2. For candidates who do not currently have continuing status, if applicable, four publications must be sent to external reviewers. Teaching evidence and personal statement can also be included, if applicable.
3. External reviewer letters
 - a. The review must include a minimum of five external reviewer letters solicited from list provided by the unit administrator in consultation with the dean. There should be no candidate-selected letters.
 - i. Reviewers must be sent the candidate's CV for review, and four publications for candidates without continuing status; teaching evidence and personal statement can also be included.
 - b. Reviewer letters should address research, teaching and service and must answer the question, "Do you recommend continuing status and/or promotion for this appointment?"
 - c. Procedures for the external reviewer process must be consistent with the regular (non-expedited) promotion and continuing status process.
 - d. Include dean approved and signed [Record of External Reviewers Grid](#).
4. Unit/College/ASU Library letters

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- a. Unit level academic personnel/committee letter.
- b. Unit administrator's letter.
- c. College/ASU Library dean's letter.
- d. Internal letters must address excellence in teaching, research and service. For grant-intensive areas, grant activity must be documented.

NOTE: To accommodate the need for prompt decision-making, the college/ASU Library personnel committee review may be bypassed so long as there is an academic personnel review at the department and university level.

The president may decide following this review or may call for additional information as needed.

Section 3: Portfolio Submission and Decision

A. PDF portfolio submission

1. All sections below are PDFs (no other formats or folders) that are combined into a PDF Portfolio.

The PDF Portfolio shall include sections titled and ordered as follows:

01 [New Hire Expedited Review Summary](#)_Last NameFirst Initial

01_a_Offer Letter_Last NameFirst Initial

02_Curriculum Vitae_Last NameFirst Initial

04_Position Description_LastNameFirst Initial

05_Unit and College Criteria_UNIT_COLLEGE

06_Internal Letters_Last NameFirst Initial (unit personnel committee (if applicable), unit administrator, college/ASU Library committee (if applicable), dean) with bookmarks for each letter

07_External Reviewer Letters_Notes_Last NameFirst Initial with bookmarks for each letter/note. Include dean-approved and signed [Record of External Reviewers Grid](#) as first document.

09_Publications_Creative Materials_Last NameFirst *Initial with bookmarks for each publication/creative material (if applicable)

**As applicable based on the candidate's position description*

Note: for all stages, do not lock documents and do not use electronic signatures (e.g. Adobe Sign, Adobe Certificate, DocuSign, font) to sign forms. A JPEG signature will be accepted.

2. PDF Portfolio should be saved and titled using the following naming convention:
COLLEGE/ASU Library–UNIT–LastNameFirstName – ActionAcademicYear (e.g. *CLAS-PSY-SmithJane-NewHireExpeditedReview2017-18*)
3. The PDF Portfolio should be uploaded to a secure site by the college/ASU Library as directed.

Decision

In all cases, the final decision on hire, rank, and continuing status rests with the president. The Vice Provost for Academic Personnel will inform the Dean of the President's decision.