**Department of Library Special Collections**

**Statement on Continuance Committee Procedures**

By September 10 (February 7 for the first year evaluation), the committee chair will send a memorandum to the department head in which the faculty discussion is summarized and the vote count reported. The department head will then promptly inform in writing each candidate for continuance of the results of the committee’s vote. Any deficiency in performance will be clearly identified, documented and explained and the faculty member under review will be given a copy of the evaluation with an opportunity to respond. Candidates may submit a response to department head. The department head’s recommendation to the dean will include the result of the continuance committee’s vote and any response from the candidate.

The department head’s evaluation and recommendation will be submitted to the college dean no later than September 20 (February 15 for the first year evaluation). In case of a negative recommendation, the department head will inform the faculty member in writing.