

<u>Voting</u>	
Do	Don't
Vote	Abstain from voting unless major conflict of interest.
Report the committee's vote in the letter	Forget to include each member's vote in the vote tally

<u>Confidentiality</u>	
Do	Don't
Discuss candidate and their file with the committee members at the meeting.	Do not discuss the candidate file with anyone else.
Take reasonable precautions to ensure that people outside the room cannot hear deliberations	Be overheard in meetings or offices discussing candidates
Discuss the candidate and file in T/P meetings	discuss information related to candidate and files in public or outside of T/P meetings
Do keep discussion within the committee on which you are serving.	Discuss the candidate or the file content with later levels of review to keep levels of review separate.

<u>Evaluation</u>	
Do	Don't
If requested by candidate, clarify letter content to previous review levels after the committee issues their final letter.	Discuss details of information from the meeting and/or how committee members voted with non-committee members
Bring in information from the file and verifiable facts you know.	Bring in rumor/innuendo or other outside information while decisions are being made and letters are being written
Keep levels of review independent	Act as a reviewer for more than one level.
Use the department criteria to evaluate candidates	Use your own standards to evaluate candidates.
Use university expectations and department criteria for evaluation.	Use factors beyond the candidate's control during the review process
Use policies and procedures outlined in the MOA (for members of the bargaining unit) or Faculty Handbook (members not in the bargaining unit).	Use policies or procedures not applicable to the candidate (e.g., using the MOA to review a chair).
Be knowledgeable about the policies and processes in the MOA and the Faculty Handbook	Ignore the policies and processes in the MOA and the Faculty Handbook
Utilize the private digital annotations.	Share annotations with non-committee members

<u>File Management - binders</u>	
<u>Do</u>	<u>Don't</u>
Keep the candidate's file in a secure location accessible to all committee members	Remove the candidate's file from the designated secure location.
Do make organizational suggestions informally to the candidate if it will assist them at later levels.	Do not alter or write in the candidate's file.

<u>File Management – digital case</u>	
<u>Do</u>	<u>Don't</u>
Unlock packet (only department review) to allow candidate insertion of items	Unlock packet beyond department level.
Do make organizational suggestions informally to the candidate if it will assist them at later levels.	Alter the candidate packet in any manner.
Move case forward after sharing initial and final letters with candidate and previous reviewing parties per timelines.	Neglect to move case forward by specified date.

<u>Letter Writing</u>	
<u>Do</u>	<u>Don't</u>
Include draft and final letters in the candidate's file	Alter the candidates file (binder) by writing/highlighting in, moving items in sections, or removing items.
Follow the letter checklist or template when writing the committee's decisions and recommendations	Include inappropriate language or claims when writing the committee's decisions and recommendations

<u>Miscellaneous</u>	
<u>Do</u>	<u>Don't</u>
Have an odd number of committee members.	Have an even number of committee members.
Seek assistance or clarification from AAUP or FHSU General Counsel when needed	Seek assistance from other levels of review.