

Procedures Oversight Designee (POD)

TIU committee of the eligible faculty select one of their members as the POD. **The chair of the committee cannot also serve as POD.** However, although a single committee member is assigned oversight responsibility, all members of review bodies must accept personal responsibility for assuring that reviews are procedurally correct, fair, and free of bias for all faculty members. Review bodies, not the POD, are ultimately responsible for the integrity of the review process.

Duties as assigned by OAA Policies and Procedures Handbook:

1. Checks candidate's dossier to assure that it is prepared correctly using the most current dossier format, asks candidate to make needed changes, and verifies requested changes were completed.
2. The POD should clarify that the correct set of criteria are being used in the review process.
3. Criteria should be read prior to each review so comparisons are made to criteria, not between individuals.
4. Specifically affirms that the accuracy of all publications and creative works listed in the dossier has been verified.
5. Works with the P&T chair to address and resolve conflicts of interest.
6. Assures that proper criteria are applied when candidates come up for early review or have an extension of the tenure clock.
7. Assures that the review body at that level (TIU or college) follows the written procedures as spelled out in the APT Document governing its reviews.
8. Monitors the proceedings to assure that they are carried out in a highly professional manner.
9. Monitors the review process in regard to equitable treatment for women and minority candidates, including assuring that the proceedings are free of inappropriate comments or assumptions about members of underrepresented groups that could bias their review.
10. If the POD has concerns about a review, these concerns should first be brought to the attention of the person or review body generating the concerns.
 - a. Candidate who prepared the dossier
 - b. Faculty who may not be following procedure
 - c. Committees not following procedure
11. If concerns cannot be resolved to the satisfaction of the POD, then they should be brought to the attention of the relevant administrator (TIU head or dean) who must investigate the matter and reply in writing to the POD.
12. Signs off on the TIU or college level dossier checklist (Interfolio)