

POLICY ON THE PERFORMANCE REVIEW COMMITTEE

Created: December 21, 1993

Last Edited: September 14, 2016

Policy:

1. The Department of Psychology shall have a standing Performance Review Committee (PRC). The purposes of the PRC shall be to advise the Head of Department with regard to:
 - Merit evaluations,
 - Appointment and renewal of adjunct faculty,
 - Recommendations for Professor Emeritus status, and
 - Other issues related to performance evaluation that may arise from time to time.
2. PRC shall be comprised of the Department Head as chair and five other faculty members of the Department of Psychology. One faculty member will be chosen by the faculty members in each of the four major domains in the Department (Brain and Cognitive Sciences, Social and Theoretical Psychology, Industrial/Organizational psychology, Clinical Psychology) and the fifth person shall be selected by these four people in consultation with the Department Head to ensure, as much as possible, breadth of rank among members of PRC, as well as coverage of different types of research within the Department of Psychology.
3. To provide for continuity in PRC membership, members will normally be selected to be able to serve for two consecutive merit cycles. Terms will be consistent with the academic year (July 1 to June 30 of the following year). To provide continuity on the committee, in the years that merit appraisals occur, at least two of the five committee members will have had experience in the previous merit cycle. In the event of an unanticipated absence or conflict of interest of a PRC member, the replacement for said member will be determined in the same manner as that individual was delegated to the committee initially.
4. Meetings of the PRC shall be called by the Department Head. Materials to be considered and an agenda shall be distributed at least one week prior to the meeting.
5. The PRC shall have a closed meeting to review the materials necessary for the relevant decision. Discussions of the PRC shall be within the terms of relevant Departmental and Faculty of Arts policies, and the University's Appointment, Promotions and Tenure Manual. The Head shall normally accept the majority decision of the PRC.