

## The Role and Purpose of the FPC Liaison

During a review year, each faculty member is assigned an FPC liaison.\* Each liaison is one of the five sitting members of the Faculty Personnel Committee who is designated as a link between a faculty member under review and the Faculty Personnel Committee. Liaisons assist with communication, take notes on cases, and answer questions regarding process. They are not assigned to cases according to division or area of expertise.

**Candidate-liaison relationship.** In mid-summer, each faculty member about to undergo a review (pre-sabbatical, post-sabbatical, post-sabbatical, Year 2, Year 4, Year 6, senior review, and promotion-to-full review) will receive an email from FPC through Interfolio. In the top section, under “Instructions to the Candidate” is a sentence that says, “Your FPC liaison is \_\_\_\_\_.” In late summer or early-fall, faculty under review should contact their liaison if they have any questions about the review process. Liaisons can answer questions as they arise and point faculty under review and chairs towards valuable guidelines (often on the Faculty Personnel Committee website) that may help to demystify the process. However, FPC liaisons will not offer feedback on drafted or finished Professional Activities Statements (PAS) (see: How to Write a PAS on the FPC page). Over the course of the review process, faculty under review should feel free to contact their liaison with emerging questions or if they have new material to add to their file (i.e. a decision comes back on an article under review). Contacting the designated liaison can help to ensure that information flows most efficiently between the candidate and the committee. However, please note that any faculty member is welcome to contact any member of FPC, regardless of their designated liaison, at any time and for any reason.

**Liaison role within the committee.** Inside the committee, during the review process the FPC liaison communicates with external reviewers to acquire their assistance, ensures that all case materials are available, and presents a faculty member’s case to the committee. This involves providing context from previous reviews, highlighting key themes in PAS document, and reviewing key patterns or notable points regarding teaching, scholarship, and service. But the liaison is by no means the primary reader of a candidate’s materials. All members of the committee read each file closely—the liaison does not have unique expertise with the candidate’s fields of expertise. Liaisons are not assigned to cases according to division or area of expertise. FPC conducts all reviews as a collective body. For example, FPC collectively brainstorm questions to pose during the PAS meeting. When it comes time to vote on whether to promote a faculty member, each committee member’s vote counts equally towards promotion decision.

**Liaison role in the PAS meeting.** The PAS meeting generally occurs in the fall (though promotion-to-full PAS discussions are held in the spring). For Year 2, Year 4, and senior reviews, it is a meeting with four participants—the faculty member under review, the department chair, the FPC liaison, and the Dean. For Year 6 and Promotion-to-Full reviews, the meeting involves the candidate under review, the Dean, and all members of the Faculty Personnel Committee. These discussions are called “PAS” meetings because the Personal Activities Statement as a reflective narrative provides FPC with important details and insights into a candidate’s professional

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\* A faculty member not undergoing a personnel review (pre-sabbatical, post-sabbatical, Year 2, Year 4, Year 6, Senior, or Promotion-to-Full review) does not have a designated FPC liaison. If a faculty not under review has any FPC-related questions, they should email the FPC chair.

accomplishments and challenges. Substantive information gained from the PAS statement helps the Committee craft questions to pose to the candidate during the meeting. In the context of non-promotion reviews, the Dean will generally lead the discussion, posing the Committee's questions. The liaison may participate in this conversation by posing some questions, following up to ask for further information, etc. In promotion reviews (Year 6 and Promotion-to-Full), the liaison typically leads this conversation with the possibility of participation by other committee members.