



Role and Responsibilities of the Procedures Oversight Designee (POD)

TIU committees of the eligible faculty and college P&T committees select one (or more) 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. Specifically affirms that the accuracy of all publications and creative works listed in the dossier has been verified.
3. Works with the P&T chair to address and resolve conflicts of interest.
4. Assures that proper criteria are applied when candidates come up for nonmandatory review or have an extension of the tenure clock.
5. 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.
6. Monitors the proceedings to assure that they are carried out in a highly professional manner.
7. 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.
 1. Specifically monitors the review process in regard to equitable treatment for candidates based upon protected status (See the [Affirmative Action and Equal Opportunity Policy](#))
8. 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.
9. If appropriate procedures are not being followed, either by faculty or staff, then those individuals should be promptly informed of the problem.
10. If concerns cannot be resolved to the satisfaction of the POD, then they should be brought to the attention of the relevant administrator.
11. Signs off on the TIU or college level dossier checklist in Interfolio.