The background features a complex network of blue lines and arrows. Some lines are solid, while others are dashed. The arrows point in various directions, creating a sense of movement and connectivity. The overall aesthetic is clean and professional, typical of a university's branding.

# ANNUAL PRB INFORMATION MEETING

<http://www.buffalo.edu/provost/admin-units/faculty-affairs.html>

Robert Granfield, PhD  
Vice Provost for Faculty Affairs  
University at Buffalo

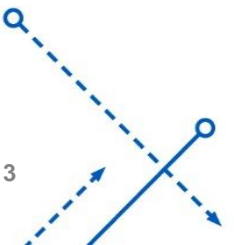
# Agenda

- Introductions
- What is the PRB
- Lifecycle of Dossier
- Sections of Dossier
- Advocacy and Advocate
- Withdrawal, Denial, and Appeals
- Q&A

## Key Personnel

### Robert Granfield, PhD

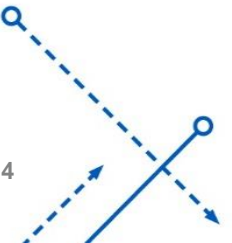
- Vice Provost for Faculty Affairs (2014-Present)
- Professor of Sociology
- Department Chair 2006-2012
- Role: Oversee PRB, provide training for new members, respond to policy-related questions, intermediary between PRB and Provost/President, work closely with chairs, faculty, deans, support staff who are connected to the T&P process.



# Key Personnel

## Professor Athena Matua

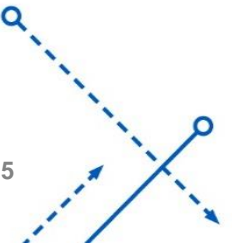
- University at Buffalo School of Law
- PRB Chair - (Non-voting)
- Previous PRB member
- Role: Leads the PRB, assigns dossiers, presides over the meetings, facilitates presentation and discussion of dossiers, coordinates voting, and communicates outcome of PRB vote to appropriate individuals.



# Key Personnel

## Patricia Kane

- Assistant Vice Provost
- Role: Communicates with faculty, chairs, deans, support staff regarding dossiers, receives dossiers from units, conducts initial review for compliance, uploads digital files for access by PRB, assists with meetings, post-PRB activities including coordinating faculty review of dossier and preparation of dossier for storage.



## What is the PRB

- President's Review Board
- Faculty advisory body to the President and Provost on matters of appointments, promotion, and tenure at UB
- Consists of 9 senior faculty members from across the campus - voting
- PRB Chair – Non-voting
- Serve a 3-year term
- All appointments to PRB emerge from recommendations from the UB Faculty Senate and each unit with final approval by the President

# The Lifecycle of a Dossier

- **Step 1:** Departmental Preparation and Review
- **Step 2:** College or School Review
- **Step 3:** President's Board Review
- **Step 4:** Provost Review
- **Step 5:** President Review
- **Step 6:** Chancellor Review



## Sections of Dossier

- Dean Letter
- Chair Letter
- Advocate Statement
- CV
- Personal Statements
  - Research
  - Teaching
  - Service
- Teaching evaluations
- External reviews – Minimum 4 AAU - Disinterested



## Withdrawal and Denial

- Dossiers may be withdrawn at any time prior to the case being forwarded to the President for consideration.
- If withdrawn, faculty member must notify the administrative office immediately **above** the level at which the dossier was withdrawn **and** copy the administrative officer at the level of withdrawal, eg. If withdrawn after review by the department candidate would notify the Dean and copy the chair.
- Withdrawals are especially relevant for promotion to professor
  - If a promotion is denied by the President, a minimum of 3 years must pass before re-submitting.
  - If withdrawn, no delays are imposed

## Advocate and Right to Advocacy

- **Advocate:** (Selected by candidate) shall submit a written statement that addresses the quality and impact of the candidate's academic work, professional growth and contributions, and promise for further development in these areas. Advocate's must adhere to rules of confidentiality.
- **Right to Advocacy:** Typically, if there is a negative result at any level (department, college, PRB) the candidate has a right to advocacy after the dossier has been reviewed by the PRB. After the PRB has reviewed the case, the candidate will be given the opportunity to review the non-confidential portion of the dossier and can, in the case of a negative vote, request an advocacy meeting.

# Appeals

- Chancellor's Advisory Committee
- Article 33
  - Must be positive at the lowest level of review and at least one subsequent review
  - 3-member committee – UB Faculty
  - Conducts an audit of the case
  - Report and recommendation delivered to Chancellor
- UUP
- Faculty who are denied are informed of their rights to appeal

# Thank you!

## Comments and Questions

