

COAP: The Role of Trackers

Before COAP's first meeting of A-term the committee needs to make sure that every candidate's file is correct and complete.

The COAP chair assigns a member of COAP to each candidate for promotion to act as a **tracker**. Trackers are assigned in a way that attempts to avoid any conflict of interest. Responsibility for monitoring the completion of the files rests with the tracker for each candidate. The COAP chair tells the nominator who the tracker is.

Trackers must visit office of the Executive Assistant, WPI Faculty Governance, prior to the first A-term meeting to view the files to make sure that:

- a. the external letters are from people who are in fact "independent" of the candidate;
- b. external letters don't just say "no comment" or have little to add;
- c. no letters seem significantly biased;
- d. there is a letter of nomination;
- e. the candidate has provided all the information requested; and
- f. the information is well organized and presented.

I.e., COAP expects to see everything asked for regarding teaching, research and service: including information about grants, publications, presentations, citations, awards, projects, theses and dissertations advised, and all WPI and external service.

If any of this is missing or lacking, then COAP needs to inform the Nominator, requesting that they be obtained as quickly as possible. Updates can be sent via the nominator to COAP or directly to the Executive Assistant. It is normal for updates to be received throughout A-term.

It is not normal for COAP to contact the candidate directly.

If there are problematic external letters then COAP will need replacements. Those replacement external references must be requested from the Nominator urgently.

If the tracker finds a situation confusing then he or she informs the Chair: the committee can discuss it at the first meeting of A-term if necessary. If there are still problems with the material at the time when COAP meets with the Nominator and Advocate in A-term, then the Chair must strongly urge them to resolve the problems as quickly as possible, as the deliberations in B-term about a candidate's promotion will continue with the information available at that time. However, it is normal for B-term meetings for "problem" cases to be scheduled as late as possible.

Note: This document was produced by D.C.Brown with input from the 2009-2010 COAP, and posted with their approval.

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