Bylaws of the Personnel Committee

College of Liberal Arts and Sciences

Grand Valley State University

April 2007

Revised March 2017

**ARTICLE I-MEMBERSHIP**

Section 1.1. CLAS Personnel Committee (CPC) members will be elected at-large from the CLAS faculty as a whole.

Section 1.2. One third of the membership will be elected at the end of each academic year for a term of three years. Non-selected candidates will comprise a roster of alternates that will be maintained by the Faculty Council for use in cases of unexpected short-notice vacancies.

Section 1.3. The committee will have 12 elected members.

Section 1.4 All committee members must be tenured faculty.

Section 1.5 There may be no more than one elected committee member from any one unit in CLAS.

Section 1.6 After the election of new committee members each Winter semester, the committee will meet to elect a chair, following the timetable in the Bylaws for CLAS Faculty Governance. Continuing members of the committee and newly-elected members are eligible to vote in the chair election.

Section 1.7 Every fall semester, the CPC will provide a recommendation to the CLAS Faculty Council if the Dean or an Associate Dean will serve as an ex-officio, non-voting member of the committee. The CLAS Faculty Council will vote on this matter and report the results of this decision to the Chair of the University Academic Senate. (This annual decision is described in the Faculty Personnel Policies chapter of the Administrative Manual.)

Section 1.8: A faculty member is recused from the CLAS Personnel Committee during the semester in which the faculty member is a candidate for promotion. In this event, an alternate will serve until the end of the semester of recusal.

**ARTICLE II-PURPOSE**

Section 2.1 The CLAS Personnel Committee (CPC) will review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies and issues, and other requirements of the Faculty Handbook

**ARTICLE III-OFFICERS OF THE COMMITTEE**

Section 3.1 The duties of the Chair of the CLAS Personnel Committee are as follows:

* + - 1. Preside over meetings.
      2. Serve as Committee liaison to individual faculty and unit heads.
      3. Make subcommittee assignments.
      4. Call special meetings.
      5. Following committee discussion and final vote, compose and send substantive letters to the Dean and copies of same to all contract renewal, tenure and promotion candidates and their unit heads. Drafts of such letters will be reviewed by the CPC before they are sent.

Section 3.2 The duties of the Assistant Chair of the CLAS Personnel Committee are as follows:

1. Serve as Committee recorder.

2 Assume duties of Chair in the absence of Chair.

3. Coordinate work of subcommittees.

**ARTICLE IV-TIMELINE FOR PERSONNEL ACTIONS**

Section 4.1 Promotion to Full Professor. All unit recommendations and supporting materials will be available to the CLAS Personnel Committee no later than the 4th Friday in October. CPC recommends personnel action to Dean by 3rd Friday in November.

Section 4.2 Contract Renewal, Tenure, and Promotion to Associate Professor. All unit recommendations and supporting materials will be available to the CLAS Personnel Committee no later than March 1. CPC recommends personnel action to Dean by April 1.

Section 4.3 After its deliberations on one or more personnel matters, the committee may meet with the Dean to discuss its recommendations.

**ARTICLE V-PROCEDURES FOR REVIEW OF PERSONNEL FILES**

Section 5.1 A quorum of eight members will be necessary to conduct any personnel deliberations or vote.

Section 5.2 A motion will be carried by a simple majority of those present at a given meeting.

Section 5.3 The Chair of the CLAS Personnel Committee will assign each member to one of four subcommittees.

Section 5.4 No CPC subcommittee will be assigned a file from the home units of the subcommittee members. Throughout the review process, a CPC member will not comment on cases from the member’s home unit. A CPC member may be present during CPC deliberations to answer specific, technical questions, however, the member will not vote on home unit cases and will not be counted as present for the purposes of voting. The CPC member can request to be excused from all deliberations on a home unit case.

Section 5.5 All members of the CPC will review the curriculum vitae, personal statement, unit recommendation report, and results of the unit vote for all candidates.

Section 5.6 The complete personnel file of each candidate will be reviewed by one of the four subcommittees, except for issues regarding dismissal for adequate cause which require a full review by all members of the CPC.

Section 5.7 Each subcommittee will designate 1st and 2nd readers to spread the reading load.

Section 5.8 All members of a subcommittee will meet at a mutually acceptable time to discuss their assigned files.

Section 5.9 The CPC Chair will review all files.

Section 5.10 A unanimous positive recommendation of a subcommittee will send a candidate forward for discussion and vote by the entire CPC. A negative recommendation from one or more members of a subcommittee will require a full review of a candidate’s file by the entire CPC, followed by discussion and vote. If the CPC vote is negative, the candidate will receive information about the CPC decision and be afforded the opportunity to appear before the CPC as discussed in the Faculty Handbook.

Section 5.11 Any member of the CPC can call for a full review of a file by the entire CPC.

Section 5.12 The CPC will normally meet on Fridays from 3-5 p.m.

Approved by CLAS Faculty referendum: April 2007

Revisions approved by CLAS Faculty referendum: March 2017