1. Committee Members:

- Jack Mangala (AAA/PLS), Chair
- Kristine Mullendore (CJ)
- Darren Walhof (PLS)
- Craig Benjamin (Honors)
- Mark Schwartz (ANT)

2. Workload:

- Fall 2013:
  1 sabbatical review

- Winter 2014:
  2 tenure and promotion reviews
  1 two-year contract renewal
  1 three-year contract renewal
  1 pre-tenure assessment

  Organization of the Personnel policy workshop (November 15)

3. Observations and Recommendations

1. Unit procedures for peer review of teaching, especially who carries out the reviews (Should it only be experienced, tenured faculty?) and the range of classes and pedagogical techniques under review (Is there a way to ensure that it is not the same class and/or the same technique reviewed on multiple occasions?) need to be clarified.
2. There is a need to differentiate scholarly from ‘public’ types of presentations in candidate CVs and integrative statements.

3. Need to see documented evidence of feedback and guidance from units to candidates on how well they were doing towards meeting expectations.

4. The college needs to determine a policy on whether candidates should include in their files unit and CPC statements from prior reviews. The CPC is in favor of including such documents.

5. The committee would like to see all candidates original appointment letters included in unit files.

6. There is a need for units to develop their own personnel guidelines in accordance with the Brooks College and University policies, and to clarify general expectations outlined in these documents.

7. Candidates need to make a clearer differentiation in their CVs between peer-reviewed and non-peer-reviewed publications. One way of doing this is to list publications in different categories – Peer-Reviewed/Scholarly; Encyclopedia Entries; Book Reviews; ‘Public’ Publications, and so on.

8. It would be useful for the Committee to know the actual numbers of students enrolled in each class taught by candidates.