

# **Faculty Personnel Policies Committee**

## **Meeting Minutes**

### **October 27, 2010**

**Present:** Teresa Beck, Sheila Blackman, Jan Brashler, Kurt Ellenberger (chair), Paul Jorgenson, Linda Masselink, Marie McKendall, Figen Mekik, Sandy Miller, and Janet Vigna.

Meeting Called to Order: 3:03 PM

#### **Approval of Agenda:**

The committee voted to approve the agenda: Mekik moved, Brashler seconded, agenda approved.

#### **Approval of Minutes:**

i) The committee voted to approve the minutes of October 13, 2010: Brashler moved, McKendall seconded, minutes approved.

#### **Items for Information:**

Chair (Ellenberger) reported on creation of timeline on the discussion surrounding the Effective Teaching definition revision. The timeline was submitted to UAS/ECS.

#### **Agenda Items:**

##### **New Business**

##### **1. Charge #7: Grievance Committee in Grievance Process**

The committee discussed the procedures involved in the review of Grievances and unanimously supported a revision that would place the Grievance Committee review between the Dean and the Provost/Vice President rather than between the Provost/Vice President and the President. Chair will consult with University Counsel (as per Charge language) and bring a final draft of Handbook language revision to next meeting for the committee's review.

##### **Unfinished Business**

##### **1. Charge #6: Reduction in Number of Personnel Reviews**

*In 2009-10 the FPPC supported the proposal to reduce the number of formal contract renewal reviews for untenured faculty as to their progress to their tenure review, but also identified a number of related issues that should be addressed before this reduction occurs. Please consider these related issues:*

- a. Determine what, if any, policy revisions should be made to clarify the role of the annual "Salary adjustment" review process in the untenured faculty member's progress to tenure including clarifying the role of the unit head in that evaluation process as well as the content of the annual Faculty Workload Plans and Reports,*
- b. Propose language revisions clarifying the policy and processes that are to be used to terminate an untenured faculty member who is not making necessary progress towards tenure, and*
- c. Propose policies that establish a formal mentoring program for untenured faculty to offset the reduction in input that would occur with a reduction in the number of reviews.*

Charge 1a: The committee reviewed the draft outline of a system to ensure formative feedback on a yearly basis in the Salary Adjustment Review, but did not reach consensus on a solution. The committee noted that the unit head's responsibilities to provide feedback on the three areas of evaluation during the yearly Salary Adjustment review process is clearly required by the handbook. Issues included:

- i) Is the Salary Adjustment Review related to or part of the Tenure and Promotion process? Is it STP or S & TP?
- ii) What is the definition of "Baseline Expectations" in terms of STP?

Charge 1b: The committee reviewed and discussed the Handbook language dealing with the termination process and found that there is clear language for “dismissal for adequate cause” prior to the end of the appointment period. The committee unanimously agreed that there are adequate systems in place to deal with termination of an untenured faculty member who is not making necessary progress towards tenure and had no recommendations to make regarding any revision of the current text (**4.2.13, Termination Processes and Disciplinary Action**).

Charge 1c: The committee reviewed and discussed the draft outline of a comprehensive mentoring program and unanimously approved the general outline submitted.

**Meeting adjourned at 5:00 pm.**

*Respectfully submitted by Kurt Ellenberger*