

Faculty Personnel Policy Committee

2/16/11 Minutes

Present: Sheila Blackman, Larry Blose, Kurt Ellenberger (chair), Jon Jellema (ex-officio), Paul Jorgensen, Cynthia Madder, Linda Masselink, Kay Reick, Scott Richardson (ex-officio), and Janet Vigna.

The meeting began with the approval of Agenda for today and Minutes from January 19 meeting. Our scheduled meeting for February 2nd was canceled due to a blizzard.

Kurt announced that our Grievance Policy revisions were unanimously approved by UAS.

Unfinished Business

- Full Professor Promotion Revisions: Full professor reviews have been moved to the fall semester. The current language is unclear when an individual is going up for tenure and full professor at the same time. The new language provides for both of those reviews to be considered in the fall.
- CPC Reporting Procedures: The committee reviewed revised text regarding recommendations going forward to the Dean from the chair of the personnel committee. It was determined that further revisions would make this language clearer. Kurt will rework the text and bring it to the next meeting.
- *Charge #6: Reduction in Number of Personnel Reviews: 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:* The committee evaluated the Faculty Handbook section for 3.03A Faculty Annual Adjustment Program; 3.03.A 5 Unit Peer Evaluation and 3.03 6 Communication with faculty. The concern is in cases where a faculty member receives satisfactory or above salary reviews and then is denied tenure. If a review is eliminated in our new review process, how long can a faculty member assume he/she is on track for tenure? The salary increase review needs to accurately reflect a candidate's progress toward tenure. The committee discussed written justification for recommendations for all salary ranges. It was suggested to rework the handbook language into language for pre-tenure faculty and language on written justification for category 2 for faculty.
- Faculty Salary & Budget Committee may also be looking at the Handbook regarding peer reviews. Kurt will check with this committee.

Kurt will revise the language based on our discussion and bring it back for our next meeting.

- *Charge #6 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 toward tenure:* These termination procedures are outside of the review process in circumstances where action needs to be taken mid-contract. If the action is challenged, the personnel committee has to provide a rationale for the action. Ultimately the Dean makes the final decision.

Admin Manual 4.2.13, Termination Processes and Disciplinary Action

1. Dismissal for Adequate Cause. Any appointment is terminable for adequate cause. Except as provided in Resignation, Reduction in Force or upon retirement, tenured appointments may be terminated only for adequate cause. Adequate cause will be related directly and substantially to the fitness of the appointee in his/her professional capacity as described in Chapter 4, section 2.9.

Kurt will review the language of the handbook for Termination Procedures and see where the additional language highlighted above needs to be added for clarification. The committee moved to accept the changes and voted unanimously to support the changes.

New Business

- Unit Head Reporting in Personnel Actions: Draft agenda reporting: The committee reviewed the Faculty Handbook language (2.10.7A & C.) and determined that it is clear concerning unit personnel actions. The University Counsel FAQ's language regarding proposed and final agenda information is not in sync with the Faculty Handbook and it needs to be revised. Kurt will put rationale together for our determination and send it to Gary Stark (faculty member who raised a question about this issue) and to Kris Mullendore, chair of UAS.
- *Charge #5: Faculty Workload:* Kurt is asking committee members to collect information from their departments/units on 12 month contracts, summer contracts, etc. to give this group a picture of what is going on with faculty contracts. Kurt will email questions to be answered from the departments. He will send out the joint appointment contract. We will discuss this at our next meeting on March 2.

Respectfully submitted,

Linda Masselink