

To: Mathematics Department Tenure-Track Faculty
From: Jonathan Hodge, Chair
Re: Upcoming Personnel Meetings
Date: October 1, 2015



Over the next two weeks, we will be meeting to discuss and vote on two personnel actions.

Our department's personnel procedures provide direction regarding the structure of these meetings. In particular, our policy states the following (which is consistent with the description in the Faculty Handbook):

The meeting will have three stages: discussion with the candidate, deliberation, and voting. During the discussion portion of the meeting, the candidate will be given the opportunity to respond to any items listed on the agenda. If time permits, department members will be given the opportunity to ask follow-up questions. After the discussion portion of the meeting has concluded, the candidate will leave the room, and the Unit Head will provide a verbal summary of the preceding discussion. Department members will then discuss the personnel action or actions under consideration and vote by secret ballot. To the extent possible given the aforementioned time limitations, it is the Unit Head's responsibility to organize and facilitate each candidate's unit discussion meeting in a way that promotes meaningful discussion of salient issues.

In keeping with the goal of promoting meaningful discussion of salient issues, I plan to organize each personnel meeting according to the following rough outline:

1. Review of procedures (3 min)
2. Discussion of teaching (up to 15 min)
3. Discussion of scholarly / creative activity (up to 7-8 min)
4. Discussion of service (up to 7-8 min)
5. Further discussion of any of the three areas (until no later than 1:33)
6. Final comments by candidate (2 min)
7. Summary of discussion (2 min)
8. Deliberation (10 min)
9. Voting (3 min)

This outline is not meant to be rigid, but rather to provide a general framework for the discussion that allows the candidate to address relevant agenda items while also providing an opportunity for follow-up questions and further discussion within the department. For each of the initial discussion blocks (Items 2-4), I ask candidates to attempt to limit their initial response to approximately half of the allotted time. Once a candidate has given their initial response, there will be a few minutes for further discussion and follow-up questions from department members, followed by an opportunity for a final response by the candidate.

Only items listed on the candidate's final agenda are appropriate for discussion at the unit meeting. Furthermore, new issues should not be raised during the deliberation stage of the meeting.

If you have any questions about the format of our unit personnel meetings, please don't hesitate to ask.