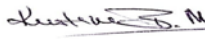




University Academic Senate  
Executive Committee of the Senate  
Kristine Mullendore, Chair 2010-11  
Nancy Levenburg, Vice Chair 2010-11

### Memorandum

**TO:** Kurt Ellenberger, Chair, Faculty Personnel Policy Committee

**FROM:** Kristine Botsford Mullendore, Chair, ECS/UAS 

**SUBJECT:** Agenda for 2010-2011

**DATE:** August 20, 2010

**CC:** Gayle R. Davis, Provost and Vice President for Academic Affairs  
FPPC Members

At its retreat on August 19, 2010, the Executive Committee of UAS agreed that we should continue to offer some guidance to the standing committees as they embark upon another academic year. This assistance is intended to support the ongoing work of the members of each committee as they identify and prioritize agenda items for the upcoming academic year.

Attached for your reference is the section from the Faculty Handbook which outlines the regular responsibilities of your standing committee. In attending to these regular duties, ECS would like you, as time permits, to address the following matters in no particular order:

#### 1. Effective Teaching Language

- a. Assist in the discussion during Fall of 2010 with ECS, UAS, FTLCAC and the University Counsel to address policy issues identified by University Counsel that must be resolved before the Board of Trustees may consider and support the policy revisions to the Faculty Handbook and Administrative Manual language faculty personnel policy revisions regarding "Effective Teaching" in Chapter 4, 2.9.1.A recommended by UAS in 2009-10.
- b. Support ECS/UAS and FTLCAC in considering policy revisions concerning the use of student evaluations of teaching at GVSU based on the FTLCAC report submitted to ECS/UAS and FPPC in 2008-9 as the 2009-10 Faculty Handbook and Administrative Manual language faculty personnel policy revisions regarding "Effective Teaching" in Chapter 4, 2.9.1.A after they are adopted by the Board of Trustees and ready for implementation.

#### 2. Tenure/Promotion

Complete drafting, with University Counsel, input proposed policy revisions to the Faculty Handbook and Administrative Manual concerning faculty promotions to revise and/or clarify its provisions regarding timing of promotion requests.

#### 3. Personnel Processes Regarding Unit Votes on Personnel Actions and College Personnel Committees' (CPC) Communications With Units Regarding CPC Actions

Consider the provisions of the Faculty Handbook that govern CPCs' reporting responsibility regarding reporting its actions concerning its review of a unit's personnel recommendations and propose revisions that would provide for appropriate feedback to the units.

#### 4. Full Professor Promotion Reviews

To relieve some of the increasing workload on College Personnel Committees during Winter terms, as well as to create opportunities to honor those newly promoted to full Professor in a timely manner, bring forward recommendations on the following:

- a. Consider moving personnel actions on requests to be promoted to full professor to the fall semester,
- b. Discuss and report on whether full professor reviews should remain a unit and college-level recommendation, and

- c. Using the best practices of peer institutions as a guide, explore the possibility of creating a new promotion level beyond full professor.

#### **5. Faculty Workload**

- a. Review university, college, and unit policies and practices regarding faculty workload from the perspective of 12-month contracts and workload expectations other than course assignments under summer contracts, and
- b. Review university, college, and unit policies and practices regarding faculty who engage in interdisciplinary and “inter college” teaching, scholarship and service

#### **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 the 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.
7. Review the Grievance process available to untenured faculty who are denied contract renewal or tenure to consider whether or not to revise the current process to add a review by a University Grievance Committee that would hear the appeal from the Dean’s decision before the appeal is heard by the Provost and, if supported, develop appropriate language to implement such a revision in consultation with University Counsel.

Thanks again for all the work you do on this important committee.

**c. Faculty Personnel Policy Committee (FPPC):**

- i. Faculty Membership: Faculty membership of the FPPC consists of four faculty members from the College of Liberal Arts and Sciences \*, one from each of the remaining colleges, and one from the University Libraries. College representatives must be tenured and have served on a college (divisional, autonomous school, or college) personnel committee for at least one year. If this group does not include one untenured faculty member, the ECS will appoint additional members to ensure representation of these groups. The term of office for faculty members is three years beginning at the end of the winter semester. Terms are staggered. The term of office for appointed members will be one-year; renewable.
- ii. Administration Membership: The Assistant Vice President for Human Resources, the Associate Vice Presidents for Academic Affairs, and one Non-tenure track faculty member appointed by UAS shall serve as ex officio, non-voting members.
- iii. Responsibilities: The FPPC has the responsibility to review faculty personnel policy matters that extend beyond the college, as specified by the ECS, and make appropriate recommendations to the ECS. The Chair of ECS shall convene the committee early in the fall semester each year for election of a chairperson and to specify personnel matters that must be addressed by the committee.