

## **1. Charge**

a. The College Personnel Committee (CPC) will review and make recommendations to the Dean on all contract renewals, tenure, and promotion decisions, dismissal for adequate cause, personnel policies and issues, and other requirements (see Faculty Handbook).

b. The CPC will make recommendations to the Dean and/or the FC concerning other personnel matters or policies, upon its own initiative, or upon the request of the Dean or the FC.

## **2. Membership**

a. There are seven (7) voting members on the CPC. Membership of the CPC will consist of six (6) regular, tenured faculty members, to include one representative from each CECI unit. Representatives should be nominated and elected within each Unit to ensure equal representation across the College. One (1) additional tenured faculty member will be elected by the college to serve as a Justice, Equity, Diversity, and Inclusion (JEDI) representative. Nominations for the JEDI representative position may occur either by colleagues, or self-nomination. The nominee(s) for the JEDI representative will be responsible to identify and share any/all JEDI-focused interest, training, background, and/or expertise in support of their nomination.

b. Regular, tenured faculty members are nominated by the faculty or unit head. Each unit will elect their representative, and a broad representation of all faculty is encouraged. The Dean, or designated representative of the Dean, will serve as an ex officio member. Unit heads are not eligible to serve on the CPC.

c. The standard term for a CPC representative is three years; terms should be staggered among members to promote continuity. Faculty may be elected on an 'as-needed basis' to terms less than three years to fill vacancies. Terms begin the Monday of finals week of Winter semester.

d. The Chair of the CPC will be selected by incoming CPC membership prior to the end of the Winter semester for the upcoming academic year. It is the responsibility of the outgoing Chair to make sure the selection occurs.

e. At the start of each fall semester, the CPC must select its University Sabbatical Review Committee representative for that academic year. It is the responsibility of the Chair to make sure the selection occurs.

f. Faculty may not serve on the CPC while on sabbatical leave (or any leave lasting a semester or longer in duration) and thus must yield their seat to an elected substitute for the term of the sabbatical or leave.

g. Membership during the CECI transition.

i. All members of the 2021-22 CPCs of the COE and the CCPS will form the CECI CPC for 2022-23. All members will have their terms extended by one year. Thus, no terms will expire at the end of 2021-22.

ii. An election in the Winter 2022 semester will be held to elect the JEDI member for 2022-2023.

iii. At the conclusion of 2022-23, faculty would rotate off the committee per usual at the end of their four-year term; new representatives would be elected and begin serving on the committee for three-year terms, following the policy recommended above. LEFT and SPNHTM will initially each have two representatives on the CPC, continuing from their previously separate units. Once all members' terms from LEFT or SPNHTM have ended, that unit will elect one representative to the CPC.

iv. If the current at-large COE or CCPS member is no longer able to serve, this position will not be filled.

### **3. Operations**

#### **a. Role of the Dean**

i. At the first meeting of each fall semester, committee members will vote on whether the Dean (or an Associate Dean) will serve as a non-voting *ex-officio* member of the college personnel committee. The results of the decision shall be reported to the Chair of the University Academic Senate.

ii. If the Dean is not serving as an *ex-officio* member, the chair of the committee will meet with the Dean to discuss the committee's recommendations. The Personnel Committee will issue an annual report at the close of the Winter semester to the [Name of committee/council TBD] concerning its activities for the academic year, which includes the number of portfolios reviewed, but not vote outcomes. A copy of this report will be distributed to the Dean, and sent to the Chair of the Executive Committee of the Senate as described in BOT 4.2.10.

#### **b. Meeting Attendance & Voting**

i. The CPC meets as necessary to 1) review personnel actions, 2) discuss and address personnel policy, 3) attend to other business as necessary.

ii. CPC members should make all efforts to attend every committee meeting. If a committee member cannot attend a meeting, they must inform the Chair in advance. No substitutes or alternates are allowed in such instances.

iii. To support the Unit recommendation, the CPC vote must be carried by a majority of voting members present. A quorum (at least two thirds of the members of the CPC) must be present for a valid vote on a motion regarding a personnel action. In the event of a tie, the Unit recommendation will not be supported. The committee will follow additional procedures as described in BOT 4.2.10.2.

#### **c. Changes to Bylaws**

Changes to the governance policies contained in the CECI Bylaws are subject to approval as outlined in the Faculty Handbook under Shared Governance 1.04.