

**Personnel Policies Committee (PPC) Report for the Faculty Senate Meeting, March 27, 2019**  
**The PPC met on Tuesday, March 26, 2019 in Morrison 219**

**Attending:** William Fridley, Charles Matthews, Rhonda Richards, Karl Frinkle

**Not Attending:** Kathy Boothe, Patrick Reardon

**I. Call to Order**

PPC Chair William Fridley called the meeting to order at 2:06 p.m.

**II. Review our [Revised Charges](#)**

The charges for the PPC (revised for spring of 2019) were briefly reviewed and it was agreed there were no items requiring immediate action.

**III. Proposed change to the Annual Faculty Evaluation process (APPM 4.4.4)**

A proposed amendment (see below) was forwarded to the PPC by a senator in the fall of 2018. The proposal was discussed. It was noted that the proposed change would eliminate some extra and perhaps redundant work for tenured faculty. It was also noted that there might be instances in which the continued requirement for drafting a “Faculty Development Plan” might be in order. The clause “may forgo” was also lacking explanation as to who decides (the department chair or the faculty member) whether the plan would be done. In light of these concerns, it was agreed there would be no action on this proposal and that the matter would be brought to the FS for feedback and discussion.

Amendment to APPM 4.4.4 (Faculty Development and Evaluation Process)

Current Point 3: By November 1, the faculty and the chair complete the current year’s “Faculty Development Plan.”

Proposed Point 3: By November 1, the faculty and the chair complete the current year’s “Faculty Development Plan.” If a tenured faculty member did not receive any rating less than “Proficient” on their year-end evaluation for the prior year, on giving notice to their department chair (written or electronic) they may forgo the November 1 completion of a new “Faculty Development Plan” and simply provide the appropriate documentation of the current year’s activities to the chair by September 15 of the following year.

**IV. Proposed changes to the Post-Tenure-Review policy (APPM 4.4.7) regarding *faculty review panel chairs* informing other panel members of the contents of the report (proposal from the Academic Council)**

Senator Matthews emailed the proposed changes to the PPC on Monday, March 25, 2019 (see below). [Academic Council Chair Kay Daigle also forwarded [the proposal](#) to FS Chair Dan Althoff, who emailed the proposal to the FS on Tuesday, March 26]

**4.4.7.4** could become:

If the panel decides on a *proficient* overall rating, they will draft a succinct report in which they describe their review of the faculty member’s performance that includes constructive suggestions and advice for improvement and faculty development. **The panel’s report will have the signatures of all panel members.** On or before March 1, the review panel chair will send this report to the faculty member, department chair, and VPAA...

and **4.4.7.5E** could become:

If the panel decides on a *deficient* overall rating, they will draft a report in which they describe their review of the faculty member's performance that includes a reasoned justification of their decision, identification of specific deficiencies in the faculty member's performance, and recommendations on how these deficiencies can be remedied. **The panel's report will have the signatures of all panel members.** On or before March 1, the chair of the review panel will send this report to the faculty member, the department chair, and the EDAA. The post-tenure packet will be returned to the faculty member.

(Of course, we should recommend changing EDAA to VPAA above, too.)

The proposed changes were discussed, and it was agreed that they were in order. There were questions about what the *signature* by panel members would signify. For clarity, it was agreed the phrase would be changed: *The panel's report will have the signatures of all panel members acknowledging the contents of the letter.* The outdated reference to the EDAA will be changed to VPAA.

These changes will be put forth as a motion at the April 10 meeting of the FS (proposed changes underlined).

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and **4.4.7.5E:**

If the panel decides on a *deficient* overall rating, they will draft a report in which they describe their review of the faculty member's performance that includes a reasoned justification of their decision, identification of specific deficiencies in the faculty member's performance, and recommendations on how these deficiencies can be remedied. The panel's report will have the signatures of all panel members acknowledging the contents of the letter. On or before March 1, the chair of the review panel will send this report to the faculty member, the department chair, and the VPAA. The post-tenure packet will be returned to the faculty member.

**V. Need to review the Faculty Grievance Policy (APPM 4.4.6) in regard to the functions of the Faculty Appellate Committee and the Faculty Grievance Committee (APPM 3.5).**

The Faculty Grievance policy will be reviewed to make sure it aligns with the proper committees to hear grievances and appeals. The PPC will gather their findings for the next PPC meeting and propose changes as needed.

**VI. New Business**

Senator Matthews introduced a brief discussion about the [Insurance and Benefits Committee](#). Matthews and Senator Frinkle are the two faculty representatives on the committee. Matthews would like to solicit faculty feedback on any concerns or questions regarding insurance and benefits, e.g. changes to health insurance, the new process of online enrollment, in-person options for enrollment, use of the Zero Card, and issues related to retirement benefits. It was agreed that a survey isn't needed, and the faculty representatives will bring questions and concerns to the committee.

**VII. Adjournment**

The meeting was adjourned at 2:56 p.m.

Respectfully submitted by William Fridley, Chair of the Personnel Policies Committee.