

Personnel Policies Committee Report for the Faculty Senate Meeting of September 28, 2016

Meeting Called and Agenda (Items of Business)

Senator Fridley emailed the committee on September 19 to call the first meeting:

Hello Personnel Policies Committee (PPC),

I would like to call our first meeting for Thursday, September 22 at 3:00 in the new Faculty Lounge (second floor of Russell--anyone know the room number?).

The meeting will be short. Two items of business: elect a chair, and review our charges. I've attached the list of Faculty Senate Committee charges that Steven sent last week. And, here is a link to the [PPC's year-end report](#), should you want to review what we did last year.

Please let me know if you will be able to attend.

Minutes

Thursday, September 22, 3:00 Faculty Lounge (second floor of Russell Hall)

Members present: William Fridley, Karl Frinkle, Stewart Mayers, Crystal Jensen

Members absent: Charles Matthews, Mohamed Chehbouni

- I. William Fridley was chosen as committee chair by acclamation.
- II. The lists of charges were reviewed, and the following notes/comments were made.

From the [year-end report of April 27, 2016](#):

1. Continue working on editing and updating the APPM, including:
 - a. Drafting a procedure for how to admit "outside" information that is presented to P & T committees. **(Ongoing: develop a policy recommendation to ensure this outside information—which is allowed in current policy 4.6.4 and RUSO policy—be appropriately vetted and that the applicant for tenure and promotion has an opportunity to respond to such information). It was also noted that the method for selecting the chair of P & T committees is not specified in the current policy.**
 - b. Incorporating the post-tenure review policy into the APPM. **(Completed: was added to the APPM as 4.4.7 in August, 2016)**
 - c. Making changes to the APPM that are necessitated by the administrative reorganization of academic affairs. **(Ongoing: it was noted that in August, 2016 the Executive Committee forwarded to VPAA Clark recommendations for changing all references to the Dean of Instruction/Dean in Chapter 4 of the APPM in light of the administrative reorganization)**
2. Continue work on reviewing and revising the general faculty committee and council structure and the related sections of the APPM. **(Completed: APPM sections 3.3.2—3.6 were revised in August 2016)**

- a. Continue working on making the Presidential Advisory Committees for Budget and for Academics into standing committees and develop the membership structure and function statement for these committees. **(Ongoing)**
3. Resume work on reviewing and revising the policy and procedures for the annual faculty evaluations. **(Ongoing: it was agreed this would be the priority item for this year)**
4. New and continuing charges for the Personnel Policies Committee will be considered and prioritized at the first meeting in the fall.

Received Charges for Fall 2016

Personnel Policies:

1. Annual Review Process & Evaluations – Begin work with Dr. Clark and Administrative Council **(Ongoing: it was agreed this would be the priority item for this year. It was noted that this charge should refer to the Academic Council, and it was agreed that we intend to work closely with the Academic Council on this issue.)**
2. Finish work with Committee on Committees on editorial revisions to the APPM sections, 3.3 – 3.6. **(Completed)**
3. Continue working on editing and updating the APPM, including:
 - a. Drafting a procedure for how to admit “outside” information that is presented to P & T committees.
 - b. Making changes to the APPM that are necessitated by the administrative reorganization of academic affairs. **(Ongoing)**
- (4) Explore and investigate family leave policies **(Ongoing)**
- (5) Review office-hours policy with regards to requirement for on-line classes and summer classes.
 - a. on-line appears to be addressed in APPM 4.9.2 but not summer. **(Ongoing)**

Meeting adjourned at 4:05

Respectfully submitted,
William Fridley