

Personnel Policies Committee Report for the Faculty Senate Meeting—November 11, 2015

Call to Meeting Email (sent 10-29-2015) and Agenda

Hello PPC,

I have scheduled our next meeting for **Wednesday, November 4, from 3:00 to 4:00** in the Faculty Lounge.

There are two items on the agenda:

1. Review recent Faculty Senate documents ([Minutes](#) and [Documents](#)) for the last three years, to ascertain if there is information that needs to be incorporated in the APPM. Review the APPM for needed edits, updates, and modifications. I want to thank Diane Dixon for her excellent work in preparing for our last meeting by identifying numerous portions of the APPM in need of editing!
2. Develop a provision in the P & T policy (APPM 4.6.3) for department chairs who are applying for promotion. Senator Althoff brought this to my attention and presents the issue clearly:

I have been made aware that there is no specific provision in the new, but currently operating, T&P procedures for department chairs who apply for promotion to full professor. We do have some department chairs who do not hold full Professor academic rank, and an application for promotion could be problematic in those cases.

I think it would be a good idea for the PPC to take a look at the T&P policy with an eye to accounting for those infrequent, but not unheard of, situations.

Our proposed [PTR policy](#) does include such a provision. Perhaps that could be a useful guide.

Consider this to be a working meeting. Please bring your laptops or whatever devices you use to access the Senate documents and the APPM. Any advance work will be appreciated.

Minutes of the PPC Meeting—Wednesday, November 4, 2015 in the Faculty Lounge, 3:00—4:00

Members present: William Fridley, Diane Dixon, Tom Harvey, Patrick Schoettmer

1. Drafted a policy recommendation to address agenda item 2

It is moved that the following statement be added to the promotion and tenure policy (APPM 4.6.3, Step 1)

Step 1— All of the following must be completed no later than **September 15**: The faculty member files a written request for promotion and/or tenure with the department chair. The request must be accompanied by a portfolio exhibiting documentation of effective teaching, research/scholarship, contributions to the institution and profession, and performance of non-teaching or administrative duties, if appropriate. Once the portfolio is submitted, the applicant cannot add to it but he/she can change the status of items (e.g. If a paper was submitted for publication in September and in November he/she is notified it was accepted for publication, the portfolio can be amended to indicate the paper

was accepted.) **If an acting department chair applies for tenure and/or promotion, the Executive Dean of Academic Affairs will assume the duties and responsibilities normally assigned to the department chair as outlined in this process.**

2. Agreed to draft a motion intended to efficiently facilitate the work of updating and editing the APPM.

It is moved that the Faculty Senate authorizes the Personnel Policies Committee to review and approve edits and updates to the APPM that result from the committee's cooperative efforts on this project with Assistant Vice President for Academic Affairs, Bryon Clark.

Rationale: The work on updating the APPM has lagged in the last two years. This motion is intended to efficiently facilitate this work. These edits include removing obsolete information, correcting typos, updating position titles, and including policy recommendations already approved by the senate. Since there are no significant substantive policy changes, there is no need or reason for these edits to be presented to the senate for further review.

3. Agreed to arrange our next meeting with VP Clark, and to ask that the edits agreed upon at the [October 26](#) meeting be completed by the meeting date. Additionally, the PPC will gather a new set of editorial requests to present to VP Clark at the meeting.

An email request sent to VP Clark on Friday, November 6, 2015

Hello Dr. Clark,

On behalf of the Personnel Policies Committee, I would like to request a meeting on Monday, November 23 from 3:00 to 5:00 to continue our work on editing and updating the APPM.

Specifically, we ask that the edits agreed upon at our [October 26](#) meeting be completed and presented for our review. We recognize that some of the edits might not be completed (e.g. if some editorial changes require further vetting). At the same time, we ask that the further vetting of such editorial changes not cause a delay in the publication of the other edits.

We also intend to gather additional editorial requests to present to you at the meeting.

Please let us know if these requests are acceptable to you.

We look forward to continuing our cooperative efforts to edit, update, and simplify the APPM in a timely manner.

Sincerely,

William

Chair of the Personnel Policies Committee