Personnel Policies Committee Report for Faculty Senate Meeting February 5, 2015

Met: January 28, 2015 from 4:00 pm – 6:00 pm in Faculty Lounge–

Attending: George Jacox, John Mischo, Halet Poovey, Dan Althoff, William Fridley and Chris Moretti

Non Attending: Riley Coker, Dennis Brewster

1) Review Current Status of PTR policy - Academic Council is reported to be developing comments and recommended changes to current proposed policy
2) Reviewed data for Annual Review process. Will begin process of integrating Annual Review policy into current RUSO, P & T and proposed PTR policies.
3) Reviewed current charge list:
    a. Travel encumbrance/ reimbursement process - Committee felt that objectives were being covered by the Travel Working Group but will continue to monitor progress of changes.
    b. P & T : Need to schedule a meeting with VPAA after spring break to review issues raised over last year of process
    c. APPM review: Need to schedule a meeting with AVPAA Clark in February to continue process
    d. Senate instant runoff: Need to have policy in place by Spring Elections. Will review proposals at next meeting.
    e. Remaining charges reviewed, no action was taken
4) New Business:
    a. Reviewed recommendation from Academic Council with regards to Personal Days policy. (See attached). Committee felt that the topic should be presented and discussed in a full meeting of the senate.
    b. Addressed transition process of Faculty Senate Archivist position. The changes to the constitution converted the Archivist position from a faculty senator and faculty senate election to an at large position elected from the general faculty with a general faculty vote. That election is slated as taking place in even numbered years. The current archivist position (elected from the senate) term will expire in at the beginning of Fall 2015. Thus there is a need to for the senate to vote on an interim policy for the transition year. Note: Changing the archivist to an At Large status will alter the composition of the senate, adding one additional senate seat.

    Proposal: The position of the archivist will be filled for the academic year of 2015-2016 by a faculty senate election in the Spring of 2015 with the position transitioning to the 2 year at large status in the Spring of 2016.

Note: Current List of Charges and activity status related to charges:

1. Continue work on the post-tenure review draft. **Awaiting additional comments**
2. Continue work on the Family Medical Leave proposal. **Ongoing**
3. Continue the APPM review with VP Clark.- **Ongoing**
4. Review and request changes to the annual review form and process. **Ongoing**
5. Review the travel encumbrance/reimbursement process. **Monitoring,**
6. Consider the use of instant runoff voting for at-large Senate positions. **Pending**
7. Reconcile fall syllabi due date (and possibly the Symposium) with APPM 5.2.1, which states that teaching appointments are made "from the beginning of the fall semester…".
8. Develop a policy proposal on interim department chairs.
9. Address summer office hours and advisement compensation policy
10. Review policy on load and overloads.

<u>Completed</u>

1. Create and maintain lists of Senate bylaws and guidelines for posting to the Senate site. **Complete**
2. Consider making the Archivist an at-large 2 year position, with elections alternating years with those for Chair-Elect. **Complete**
3. Consider adding adjunct issues to University Affairs committee function. **Complete**.
4. Ancillary issue compensation for Faculty filling in for Faculty taking Family Medical Leave. **Complete**