

**FACULTY SENATE
PERSONNEL POLICY COMMITTEE
Minutes
11/17/2021**

Teams Meeting

PPC Members: Adams, Gregory (absent); Toce, Jacqueline; Lopez-Velasquez, Angela; Marx, Helen; Tomczak, Stephen; Shea, Michael; Martinez, Kelly (absent); Sormrude, Michael; Metaxas, Virginia; Starling, Natalie (chair)

12:10pm

Approval of minutes of 11/3 meeting

CONTINUING BUSINESS:

1. P&T Guidebooks
 - a. Review will take place on 12/8 as an optional PPC meeting; following PPC initial review, invitations for collaboration with P & T committee members and AAUP will be made for the spring semester PPC meetings
2. P&T/Renewal Procedures documents
 - a. Possible expanding of review period for evaluators, i.e., allowing Deans additional time
 - i. PPC reviewed information from L. Cunningham– Linda shared that any requests for more time for any reviewers beyond what is allotted in the CBA will need to be presented in the formal negotiating process.
 - ii. Given this information, and that the PPC has not heard further from the Deans about this topic following the chair’s invitation for meeting, the PPC is concluding discussions on this topic.
 - b. Election of P & T committee members – revisions began, additional support will be sought from the Elections Committee regarding clarifying language to ensure the Procedures document aligns with elections procedures
 - c. PPC added language in the P & T Procedures Document re: The removal of the document(s) from the HR file, which should coincide with the retraction of the file and notice to the other parties about the candidate's choice to withdraw from the process.
 - d. PPC reviewed a request for a recommendation for a template for evaluation reports
 - i. PPC agrees this could be beneficial and will work on a template as well as a candidate withdrawal letter template
3. Updating Professional Assessment Procedures Document – to match updates to the other documents (moved to next meeting agenda)
4. Academic advising re P&T (moved to next meeting agenda)