

Personnel Policy Committee (PPC)

Minutes

November 8, 2023

Attendees: L. Bonjo, T. Lin, V. Metaxis, M. Shea (co-chair), M. Sormrude, S. M. Tomczak (co-chair), A. Wall

12:10

Approved: Minutes of October 25, 2023

Short-Term: Technical Revision to Documents

P & T Committee Issues

Clarification of eligibility of alternates to vote in P & T Committee chairperson election:

- Add clause that “whoever is a member of the P & T committee in September when the vote for chair occurs shall be allowed to vote” (F.6.a?)

Discussion of control of meeting schedule of the P & T Committee:

- P & T members have the prerogative to determine their meeting schedule, with the caveat that this be widely advertised before university wide elections occur.
- Refer to Executive Council for a statement. This is not a change to the P & T documents or process but allows for flexibility prior to election. As such no resolution is needed.

Discussion regarding clarification of and edit to P & T Calendar. Issue occurs due to digital files when the next level of evaluation occurs on the same day, on the designated date, candidates shall complete uploading their P & T file by 11:58 pm. At 11:59 pm access may be granted to the next level of evaluation.

- For example, “On October 20, Candidates shall COMPLETE uploading their promotion and tenure file by [11:58 pm]. At [11:59 pm] access will be granted to the DEC and Department Chairperson.”
- Motion to approve edit to calendar: 6 in favor, 0 against, 1 abstention

Discussion regarding Recusal Rule exists to protect candidates from unfair bias during discussion by representation (or lack of) of their department colleagues.

- Current Rule: “Committee members from a candidate’s department are allowed to vote on that candidate but must recuse themselves from any discussion or comment on the candidate or the candidate’s file in any context for the entirety of the candidacy year, including that candidate’s interview, deliberations by the Committee (including reconsiderations and meeting with the Provost) and appeals to the President.”
- Motion to bring recusal rule for discussion to full Senate: 0 in favor, 0 against, 1 abstention

Professional Assessment documents need review and updates

Discussion regarding correction of errors and updates due to switch to digital files for both the calendar and P & T Procedures document.

- Document should be updated to reflect “candidate information form” rather than “member information sheet.”

- Interview clause from P & T Procedures; DEC Interview – align language.
 - P & T opportunity to personally appear before DEC language:
 - III.b.5 (p. 13) The DEC shall provide each candidate a reasonable opportunity to appear personally before representatives of the DEC prior to its recommendation. The candidate shall not be penalized or harmed for not attending.
 - III.C.1.b (p. 13) By the date specified in the Calendar for Promotion and Tenure, the DEC Chairperson shall inform, in writing, each candidate to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC, and (3) the opportunity to appear personally before DEC prior to the DEC’s recommendation. The candidate shall not be penalized or harmed for not attending.
 - III.F.6.c (p. 24) The Committee shall provide each candidate a reasonable opportunity to appear personally before members of the Committee prior to its recommendation, hereafter referred to as the “interview”. The candidate shall not be penalized or harmed for not attending the interview. The Chairperson of the Committee shall inform the candidate of the purpose of the interview. The Committee shall devise a protocol for conducting these interviews and shall publish that protocol each academic year on September 1, January 20, and May 1. A minimum of five (5) Committee members shall be scheduled to be present at the interview. If fewer than three (3) Committee members are present, the interview shall be rescheduled
 - Professional Assessment interview:
 - C.3 (p. 2) A member may request an interview with the DEC/CFEC, if the DEC/CFEC fails to make a formal invitation.
 - D.1 (p. 2) The DEC/CFEC is required to assess each member in the five categories of evaluation. In addition to reviewing materials supplied by the member, the DEC/CFEC members will observe the member’s classroom teaching, or for non-teaching faculty some other evaluation reflecting load credit activity. The DEC/CFEC shall request an interview with the member.
 - Ensure that we indicate the language from the P & T document that “The candidate shall not be penalized or harmed for not attending.”
- Section D5 states, "**The DEC/CFEC shall forward the member’s materials with their letter to the Chairperson.** A copy of the DEC/CFEC evaluation shall be forwarded to the Office of Human Resources and Labor Relations and shall be placed in the member’s personnel file." The senate needs to update this language, which seems outdated and geared toward the conventional, physical files.
 - Revision during meeting “**Access to the member’s materials will be granted to the Chairperson. The member will be responsible for uploading their DEC letter.**”
 - Agreed that Mike & Zak will make needed edits and bring them back to the committee.

Long Term: Procedures that need Extensive Examination

Creative Activity: How to advise candidates regarding creative activity when credit load is reduced and/or given for creative activity and not course instruction?

- 1 Load Credit p 6: **MANDATORY:** *Candidates are required to provide information regarding credit load data at least for the years in rank required for eligibility for promotion to the desired rank. The Candidate Information Form (CIF) provides the desired format for this information.* Please list the course number, title and credit hours for each course taught. If you received reassigned time for research or other administrative activity, please provide sufficient explanatory detail in the CIF concerning the activities supported, as well as supporting documentation in the file. This is significant information for the P&T Committee because load credit is the highest weighted category in the evaluation process. Also list each non-teaching activity that received load credit (e.g., administrative, research, curriculum development, field work, library services, counseling, coaching, etc.), semester by semester.

It is recommended that candidates list any activities for which load credit was received in category 1, because this category has a weighted value of x10. However, it may be appropriate to list activities in more than one category. The P&T Committee realizes that these are complicated and imperfect distinctions. Inclusion of explanations for the candidate's selection of materials for specific categories will be helpful to the Committee.

Zak will reach out to AAUP to find out details regarding reporting on side-letters or other research reassigned time.

Tabled for next meeting:

- How can academic advising be further clarified in the faculty evaluation categories?
- Emphasis to faculty body about faculty service; clarify/determine if there is a minimum expectation for service; draft a communication and/or revise documents
- P & T Guidebooks: review and determine if updates are needed and make recommendations; determine purpose and therefore existence of the guidebooks

Meeting Adjourned at 1:56