

Personnel Policy Committee (PPC)

PERSONNEL POLICY COMMITTEE

Minutes

November 29, 2023

Attendees: L. Bonjo, C. Budnick, V. Metaxas, M. Shea (co-chair), M. Sormrude, S. M. Tomczak (co-chair), A. Wall

12:10

Approved Minutes of November 8, 2023

- **Short-Term:** Technical Revision to Documents – Updates
 - Short term goals are largely accomplished and M. Shea & S. M. Tomczak will work on some final edits over the break for approval in the Spring.
- **Long Term:** Procedures that need Extensive Examination discussion continued.
 - Creative Activity: How to advise candidates regarding creative activity when credit load is reduced and/or given for creative activity and not course instruction? This statement is from the guidebook, but there is no reference in the P&T Procedures document indicating the overlap between Load Credit and other categories when all activities are not encompassed by the amount of load credit received.
 - 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.

Motion to approve a variation of the following to be added to the appropriate section of the P&T Procedures document with M. Shea and S.M. Tomczak editing over break for approval in the spring. Motion approved 7 for, 0 against, 0 abstentions.

"When load credit does not cover all activities related to the work for which load credit is received, it is appropriate to list the related activities in more than one category with an explanation as to the distinction of the additional activities."

- How can academic advising be further clarified in the faculty evaluation categories?
 - Departments have a lot of latitude in distributing advising workload. A proposal is coming before the Senate that may clarify this.
- Emphasis to faculty body about faculty service; clarify/determine if there is a minimum expectation for service; draft a communication and/or revise documents
 - Discussion about clarification coming from the department or school as departments vary in the amount of service needed/required. DEC letters are inconsistent regarding communicating what is expected and it isn't clear how to address roles in professional organizations.
 - Need to clarify how to convey the benefit of service and how it supports the other categories through building community.
 - M. Shea and S. M. Tomczak will draft an initial statement over the break and will provide marked up drafts for a vote in the spring. Approved 6 for, 0 against, 0 abstain.
- P & T Guidebooks: review and determine if updates are needed and make recommendations; determine purpose and therefore existence of the guidebooks
 - The guidebooks exist to clarify the procedures and provide additional context for the file organization and contents.
 - There are four guidebooks that need to be updated and cross-checked for consistency and clarification. Mike will reach out AAUP to ensure that we consult with at least one member of each category: athletic trainers, coaches, counselors/librarians, and teaching faculty.
 - M. Shea and S. M. Tomczak will conduct a preliminary review over the break.

Meeting Adjourned at 1:55 p.m.