

**Faculty Senate Personnel Committee
Meeting Minutes
February 3, 2011
3:00 P.M., HPH 406I**

Attendance: Kevin Haran, Chair, Jeff Allen, Debopam Chakrabarti, Seth Elsheimer, Drew Lanier, Jeffrey Kaplan, Charles Kelliher, Wilfred Wienke, Lin Huff-Corzine

1. Approval of Meeting Minutes

Minutes from the November 18, 2010 meeting of the Personnel Committee were unanimously approved.

2. Evaluation of Department Chairs / Directors

The committee continued a discussion concerning Appointment and Evaluation of Chairs and Directors. The conversation focused on the section (in the Faculty Handbook) on Review & Reappointment, especially on the sentence:

“Department/school faculty and others whom the dean deems appropriate will conduct the review.”

Committee members felt this was vague and needed clarification, especially regarding which departments/school faculty are to participate (from within the unit the chair/director serves or outside the unit?). Also, the phrase “will conduct the review” sounded unclear in the opinion of some members of the Personnel Committee. (Based on existing wording, to what extent would a faculty member participate in the review?)

With these concerns in mind, Haran suggested to change the wording as follows:

“The review committee will consist of faculty from the Department/school conducting the review and others whom the dean deems appropriate.”

The committee agreed that the sentences should also be reordered to clarify that the above change refers to the fifth year review, as follows:

The faculty of the school/department will evaluate directors/department chairs annually.

A full review for reappointment will take place during the fifth year. The review committee will consist of faculty from the Department/school conducting the review and others whom the dean deems appropriate. The dean at his or her own initiative or as a consequence of a request by the school/department faculty can institute an interim review.

The committee voted unanimously in favor of the above changes.

Haran will draft a resolution concerning this change and forward to the Personnel Committee for input.

3. Other:

Dr. Kelliher requested if the committee would address the low response rate of the Student Perception of Instruction evaluations. After some discussion the committee agreed that this merited further action. Dr. Kaplan said he would bring up this topic at the next meeting of the Faculty Senate Steering Committee.

Dr. Huff Corzine reminded the committee that Computer Services and Faculty Affairs staff are willing to attend a meeting and give a presentation regarding electronic Promotion and Tenure dossiers. The committee agreed that we would meet on Thursday, February 24 and March 24 at 3:00 p.m., and that the presentation would be on one of those dates.

Dr. Chakrabarti requested that the committee review a document concerning the rights of out-of-unit faculty at the College of Medicine. He will forward this to the committee.

Meeting adjourned at 3:45 p.m.

Meeting minutes respectfully submitted by Kevin Haran