COMMITTEE: Faculty Governance

MEETING DATE: December 8, 2004

PERSON PRESIDING: Dee Dee Glascoff

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, Edson Justiniano, Nan Young Kim, and Bob Morrison

EX-OFFICIO MEMBERS IN ATTENDANCE: Catherine Rigsby, Lisa Sutton, and Paul Zigas

OTHERS IN ATTENDANCE: Lori Lee

ACTIONS OF MEETING

Agenda Item: Subcommittee on definitions of “voting faculty” to consider combining those found in Appendices D and L and clarify who can serve as a member of a faculty search committee

Discussion:
Anderson presented an analysis of Appendix D and Appendix L’s definitions of voting faculty:

Appendix D refers to anything involving personnel issues. It is entitled “Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure.”

Appendix L refers to the following conditions:
* unit’s nominating committee for appointment of administrative officials
* for making recommendations on code content to the permanently tenured unit faculty members
* in quadrennial evaluations of the effectiveness of unit programs
* in quadrennial evaluations of the effectiveness of unit administrators

Unit codes may define voting faculty members in other ways for decisions outside of those described above.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Appendix D</th>
<th>Appendix L</th>
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</thead>
<tbody>
<tr>
<td>Full time</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Tenure track or tenured</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>½ teaching/research duties</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Faculty position for at least 12 months</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Non-administrator; Less than ½ of duties</td>
<td>Yes</td>
<td>no mention</td>
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| Requirement                          | Appendix D | Appendix L |

The group discussed current procedures regarding voting status of administrators and expressed concern regarding the lack of consistency for voting definitions. They did not believe it to be appropriate for administrators to get two chances to have input on an issue. They discussed who “counts” in determining the number of tenured faculty or for promotion considerations on personnel issues. One idea from Justiniano was to include conflict of interest comments language that the administrator cannot have input both as a voting faculty member and as an administrator. That statement could be added to both definitions in both Appendix D and Appendix L, along with a statement regarding voting on related persons.

Anderson agreed to bring back a draft of that language for both appendices.

Action Taken: Continued discussion at the next meeting

Assigned additional duties to:
Agenda Item: Search Committees  
Discussion: Anderson presented the following proposal for discussion.

Search Committees and Voting Faculty Definition  
For the purposes of search committee selection, Appendix D’s definition for voting faculty should apply since it refers to all “Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure.” No non-voting faculty member should be allowed to vote for the selection of a search committee. Non-voting faculty members do not have right to access personnel files and should not serve on search committees.  
The group discussed this idea and a motion was made by Morrison to state, “Only voting faculty should serve on search committees.”  
Action Taken: The motion was passed. That sentence would clarify that search committees would be considered special committees when used in Appendix L circumstances. Search committees would be considered sub-committees when used in Appendix D circumstances. For that purpose, the following sentence should be added in Appendix D, IV, G., 3 (new last sentence): “The voting faculty of the unit may elect a sub-committee of voting faculty to fulfill the responsibilities of reviewing applications, selecting candidates, interview candidates, and recommending one or more candidates for the position to the unit’s Personnel Committee.” (currently on page D-9). This sentence was approved for inclusion in the revision of Appendix D.

Assigned additional duties to: Committee Chair to insert new sentence into Appendix D before revisions are submitted for approval.

Agenda Item: Paper Ballots in Appendix  
Discussion: The group began discussion on this topic. There were no decisions made at this time.

Agenda Item: Timetable for Promotion Actions  
Discussion: Glascoff presented a draft of a timetable to assist both administrators and faculty in their work on these important activities. There were no decisions made at this time.

NEXT MEETING: Wednesday, January 12, 2005, 3:00 p.m.

ITEMS TO BE DISCUSSED:
1. Subcommittee on definitions of “voting faculty” in both appendices D and L (Anderson)  
a. consider combining the definitions  
b. clarify who can serve as a member of a faculty search committee and consider including text in the appendices  
c. consider adding text about “conflict of interest” in both appendices  
2. Subcommittee on possible conflict of interest of University attorneys in appellate process and concerns of the Hearing Committee in relation to Appendix D (Justiniano and Velde)  
3. Discussion on final proposed revisions to Appendix D.