Agenda Item I. Approval of Minutes
The minutes of the previous meeting were approved without amendment.

Agenda Item II. Old Business
Prof. Grossnickle asked that a resolution of the faculty governance committee (passed 11/8/95) be placed into the minutes, since it has special applicability both to the History code and to the committee's future decisions. It reads:

"Members of a standing committee may elect from its membership a subcommittee to perform tasks as assigned."

Prof. Grossnickle reported that he had received a request from Lou McNamee to consult with Profs. Allen and Eribo of the Communications Dept. in regard to the drafting of a code. The committee did not think it appropriate to furnish a "skeleton code" as per their request, but Prof. Grossnickle agreed to speak to them again.

Agenda Item III. Dept. of Mathematics Code
The Committee had the following suggestions for changes or matters requiring clarification:

Upon re submission, the committee requests that there be included: a cover letter stating that the code was approved by a majority of the permanently tenured faculty members of the unit (Fac. Man. App. L-3.C.1); a cover page providing the name of the unit and allowing places for signatures of appropriate university officials; and that the code be submitted on line numbered paper with headers including page and date of revision e.g. : "1: 1/12/96 rev." - all as per the committee's "General Guidelines for Writing and Revising a Unit Code of Operations"

Global changes: Before all references to appendices, insert "Fac. Man."; change "released" time to "reassigned" time (p.4 2.3.A.1.b; p.12 4.2); make all references to Promotion Committees plural, since they are constituted differently for each rank (p.7 Section III twice, p.10 3.3 twice)

References are to the draft marked "Approved by Department on November 29, 1995"

p.1 Sect 1 Intro. : The kind of service meant in the last sentence is ambiguous; either delete the clause or "of service" or distinguish this service from faculty service e.g. on committees.
Change "principle" to "principal"; 1st indented : make "educations" singular?

p.2 2.1 1st : if there is the intention to give faculty status to administrators and faculty on leave who do not carry a 1/2 load in teaching/research, change "including" to "and". Graduate faculty: do you wish to include the other 3 kinds of graduate faculty (Appendix F-3.1.B)?

2.2 Delete from p.2 last beginning "To vote on issues..." all the way to p.3 "...via registered mail.") unless something contained in these 's is not in the Faculty Manual. It is not necessary to restate policies or procedures listed there.

p.4 2.3 A.2: Will the 60% average cause problems if more faculty wish to emphasize research? Do you wish to obligate the dept. to this policy?
A.6 The wording does not seem consistent with the procedure for appointments in App. D-8.IV intro. (cf. D-11.D 1st full, D-13 G intro.) which states that "Evaluation of faculty for appointment... shall be initiated by the appropriate unit committee on notice from the unit administrator..." (cf. D-13.G 2nd "Faculty recommendations for appointment...shall come from the appropriate committee") It is best to have the chair simply give notice to the appropriate committee that a position exists, and forward applications without "recommendation". "Recommendation" may imply "approval to hire" and must originate with the appropriate unit committee, not the chair.

Add a #9 stating that the chair will enforce the provisions of this code.

It is best to treat the personnel committees of the dept. separately from the (other) standing committees. This would remove the need to say "except for..." several times on p.8 where policies for regular committees cannot apply to Personnel, Tenure and Promotion as specified in Fac. Man. App.D. This would affect parts 3.2, 3.3 and 3.5 of Section III. There could be introductory language stating that the composition and function of the Tenure and Promotion Committees is spelled out in Fac. Man. Appendix D, and giving the composition of the Personnel Committee. Then language referring to "other" standing committees would not conflict.

last : is it intentional to limit the voting faculty on all matters to the definition in App. L?

last sentence of 2nd full : wording implies that there are "ex officio" faculty. Move the phrase to the end of the sentence and word "except as ex officio"?

3rd 1.9 delete comma after "election"; 6th 1.3 insert hyphen between "24-hours".

3.2 Intro.: Change Fac. Man. reference on definition of voting faculty from Appendix "L" to "D".

Duties 1-3 of the Personnel Committee should be deleted and rewritten elsewhere as follows: 1 (a) is unnecessary since this is mandated by Appendix D-9.IV.3.a. 1 (b), 2, and 3 should not be listed as duties of the Personnel Committee. The composition of committees making Personnel decisions is very important. Faculty Governance has ruled (see Agenda item 2 above) that committees may form subcommittees. If it is desirable to have a small body make reports to a larger body such as the Tenure and Promotion Committees, it is best to indicate the power to form subcommittees under the sections describing the Tenure and Promotion Committees.

5 and 7 leave the appearance that criteria may be changed merely by departmental vote. If there are criteria, they must be part of the code. To change them requires amendment of the code.

6 is best deleted. If retained, change "non-tenured, tenure-track" to "probationary". If this "evaluation" is in preparation of the progress toward tenure letter, it should be stated. In general, the progress toward tenure letter is itself supposed to be the result of the Personnel Committee's evaluative deliberation (in consultation with the chair).
3.6 Make recommendations - to whom?

3.7 Insert "of" after "A review"

4.3A Changes under consideration in the Faculty Governance committee - the revised Appendix L may affect this. You may wish to replace 1, 2, and 3 with a simple statement as to who will ensure that the provisions of the Faculty Manual are followed for each.

4.3B The language on relative weight given under p.4 2.3.A.2 is not sufficient. Fac. Man. App. L-4 C.3.e states that the relative weights must be "stated". Give at least a concrete range for each.

1 Does the attached "Policy for Evaluating Teaching" constitute "criteria" mentioned in Fac. Man. App. C-4 III and L-4 C.3.e? If so, and if it is part of the code, it should be referenced here.

(6) does grant seeking /securing activity in all areas fall under assessment of teaching, or only teaching grants? Do you wish to add grant activity under research and service?

Textbooks are excluded from research in certain cases on p.16; they should be added here.

4.4 Delete. No need to rewrite Appendix D.

4.5 2nd: A faculty member does not have to initiate a request for re appointment or tenure. This is ordinarily done by the Vice Chancellor. Change to "promotion or early conferral of tenure"?

(Missing from draft approved 11/19/95 - comments now refer to draft dated 11/15/95) after Robert's Rules of Order, add "Newly Revised".

Quorum: Is the definition of "voting departmental faculty" in Appendix L intended? If so, reference.

There being no further business before the committee, Prof. Grossnickle proposed to adjourn until 1/26/95.