

University Personnel Committee motion to amend their committee charges as written in the Organization of the Faculty

A. Motion

The University Personnel Committee proposes that the following changes to the Organization of the Faculty, pages 10-12, be made: (changes highlighted in blue)

UNIVERSITY PERSONNEL COMMITTEE ☐

The evaluation of probationary contract applications and those for seven-year contracts will be conducted at the college level only (College Personnel Committee) prior to review by the Provost's and President's offices, ~~with the stipulation that the University Personnel Committee will review controversial or negative outcomes.~~ All applications for tenure, five-year contracts, promotions and sabbaticals go from the College Personnel Committees to the University Personnel Committee (composed of both tenured and long-term contract faculty) for recommendation to the Provost and President. ☐

Membership: 9 faculty☐

(9) Senior(associate and/or full professors), tenured or long-term contract faculty*

- Chair elected by the membership of the committee, from the 6 elected at-large
- 3 chairs of the College Personnel Committees, elected within each college
- 6 senior faculty members elected at-large
- Of the total composition of faculty members, there should be at least 3 of each contract ☐type (renewable and tenure), and no college can have more than 3 members ☐

Other faculty and administrators may be invited at the discretion of the committee to represent individuals whose area/program are not represented on the committee and to participate in the discussions, but not in the deliberations or vote. ☐

Term of Membership & Elections:

- 4-year term with staggered terms for the 6 at large members, none serving more than one consecutive term ~~[Initially, 3 members from the current Faculty Personnel and Tenure Committee, selected by faculty vote from the memberships of both committees, will continue to serve on University Personnel Committee for two years, to set up the staggered terms.].~~
- The election of the 6 at-large members will be from a list of all eligible senior faculty.☐

The Chair, in cooperation with other members of the University Personnel Committee, is responsible for ensuring that the committee fulfills its charges.

Charges:

- Cooperate with other University stakeholders to clearly define, communicate, evaluate, and when appropriate, recommend revisions to University expectations of faculty workload and performance with regard to professional development (research, practice, professional work and service), teaching, and service to the University and external community.
 - Establish clearly communicated guidelines, policies and procedures concerning the responsibilities attached to the performance of peer review and committee review of applications for contract renewal, tenure and promotion.
 - Establish clearly communicated guidelines, policies and criteria for evaluation for promotion of faculty with additional administrative and/or research responsibilities appropriate to their contract.
 - Routinely reevaluate and recommend revisions to guidelines and policies concerning criteria for contract renewal, tenure and promotion for all contract types, [procedures for changing contract type](#), and initial appointments that include the conferral of rank in adherence with explicitly defined and communicated expectations.
 - Communicate annually to the College Personnel Committee the established criteria, policies and procedures concerning contract renewal, tenure, promotion, and sabbaticals, including any changes thereto.
 - Work with the Provost and Executive Deans to ensure adherence to policies and procedures governing contract renewal in all academic units of the University.
 - Appraise and recommend to the Provost and President on:
 - Individual applications for tenure and five-year contracts (with simultaneous promotion to associate professor), in adherence with explicitly defined and communicated criteria and expectations of faculty.
 - Individual applications for promotion to professor, in adherence with explicitly defined and communicated criteria and expectations of faculty.
 - Individual applications for sabbatical, in adherence with explicitly defined and communicated criteria and expectations of faculty.
 - Individual cases of initial appointment that include conferral of faculty rank.
 - ~~Review negative decisions on short term and seven year contracts from the College Personnel Committee.~~
 - Review the promotion, contract renewal and tenure requirements and procedures including nomenclature and contract duration, and candidate application timelines. Make recommendations, as appropriate.
 - ~~Establish a procedure for faculty to change contract type.~~
 - Assure that all deliberations of the Committee are confidential.
 - Forward grievance issues to the Faculty Council.
 - Annually review and when appropriate revise its own charges in coordination with the Shared Governance Committee.
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B. Rationale

1. The charge, "Establish a procedure for faculty to change contract type," is unnecessary because the new faculty manual includes a procedure for faculty to change contract type. However, the UPC wants to add language to another of the charges to include this procedure as one of the items the UPC periodically evaluates and to which the UPC recommends revisions if necessary.
2. The charge, "Review negative decisions on short-term and seven-year contracts from the College Personnel Committee" should be removed because it varies the process for contract renewal and promotion based on outcome, which legal counsel advises is not appropriate. The committee observes and wishes to communicate that the process outlined in the current charge is not current practice, given the current practice, and the faculty manual processes. Additionally, the UPC and CPCs have worked with the Provost's Office on contract renewal and promotion procedures that clarify responsibilities and procedures to provide the most support and evidence for recommendations; the UPC and CPCs will continue to do so to make sure that we have a fair and transparent process.