Faculty Personnel Committee  
Meeting Minute • September 20, 2011

Members present:  
Thomas Lockhart, Abraham Nahm, Geoffrey Peterson, Lisa Schiller, Sherrie Serros, Mike Wick

Guests:  
Marc McEllistrem, Analisa DeGrave

The meeting convened at 2:02 p.m. in SSS-307, with donuts.

1. The minutes of the April 29, 2011 meeting were approved as distributed.
2. Serros was elected secretary of the committee.
3. After discussion of the proposed changes to Article IV, Section B – faculty Personnel Policies and Procedures (attached), it was moved and seconded to approve the changes as distributed. The motion passed without dissent.
4. Issues for future meetings include: split appointments, templates for DEPs and PEPs, and personnel files.
5. The meeting adjourned at 2:45 p.m

Respectfully submitted,  
Sherrie Serros
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SECTION B – FACULTY PERSONNEL POLICIES AND PROCEDURES

Personnel actions for faculty include recruitment, appointment, periodic review, reappointment, granting tenure, and promotion in rank. The Provost, in consultation with the Faculty Personnel Committee, has the authority to designate an academic program as an official tenure home and therefore as the functional equivalent of a department. Such an academic program must establish and maintain written faculty personnel policies and procedures as defined herein with the Program Coordinator serving as Department Chair and the program serving as the department.

1. Faculty: Departmental Personnel Committee

d. DPC – Functional Equivalent

If the Department Personnel Committee cannot be formed because of insufficient numbers of eligible members, then, unless the Department Evaluation Plan specifies other procedures for designating the functional equivalent of a Department Personnel Committee in such situations, the Department Chair or Unit Director shall operate as the functional equivalent of the Department Personnel Committee and must formally consult with those faculty eligible for membership on the committee. (US 11/07) Serving as the functional equivalent does not itself impact the chair’s membership on other DPCs.

2. Faculty: Recruiting/Appointment/Performance/Tenure/Renewal & Promotion

{based on UWS 3 http://legis.wisconsin.gov/rsb/code/uws/uws003.pdf }

a. Faculty: Appointments

3) Appointments - General {based on UWS 3.03}

When an acceptable candidate has been found, the Department Chair on behalf of the department will prepare a recommendation for appointment including rank and salary. After review by the Affirmative Action Officer and upon recommendation of the Dean of the College, the Provost and Vice Chancellor shall prepare an appointment letter for the Chancellor’s review and signature detailing the terms and conditions of the appointment, including, but not limited to, duration of the appointment, salary, starting date, ending date, general position responsibilities, probation-tenure status, tenure home, and the crediting of prior service where appropriate. Changes to the terms of hire can be made by the Provost and Vice Chancellor for Academic Affairs with consultation with the appointee and the relevant units. The letter of appointment shall reference those portions of the Wisconsin Administrative Code (UWS) which pertain to faculty and the UW-Eau Claire Faculty Personnel Rules and procedures relating to faculty appointment. Copies of these rules will be provided after a contract is accepted.