Faculty Personnel Committee
Meeting Minute • October 4, 2011

Members present:
Janice Bogstad, Jeff Erger, Abraham Nahm, Geoffrey Peterson, Lisa Schiller, Sherrie Serros, Mike Wick

Guests:

The meeting convened at 2:04 p.m. in SSS-307, without donuts.

1. The minutes of the September 20, 2011 meeting were approved as distributed.
2. Bogstad was welcomed as a new member.
3. After consideration of the Senate discussion of the proposed changes to Article IV, Section B – faculty Personnel Policies and Procedures (attached), it was moved and seconded to request that at the next Senate meeting, Chair Peterson propose striking the sentence “Changes to the terms of hire…units.” The motion passed.
4. The committee discussed the current memberships and functions as described in the FASRP. It was noted that the current language does not reflect that the Faculty Representative to the UW System is the Chair of the Committee, as was approved by Senate. Otherwise, the committee felt that the size and representation on the committee are appropriate as are the functions.
5. At the next meeting we will work on defining joint and split assignments, before we tackle evaluation procedures for joint and split appointments.
6. The meeting adjourned at 2:50 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.