University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Tuesday, November 17, 2015

Present: Allen, Jones, Lehman, Zou

Absent: Stankus

The meeting started at 1:30 pm in 472B.

- The task force discussed possible meeting times in December. Jones will send out meeting requests.
- Lehman reported she completed updates previously discussed on consistency of style.
- The task force renamed the Tenure Criteria section for clarification.
- The task force discussed early comments from non-classified staff concerning Part 3.
- The task force discussed comments from faculty pertaining to the introduction.
- Allen, Jones, Lehman, and Zou discussed the potential need for added text pertaining to voting on spouses for tenure, promotion, or re-appointment. Jones and Lehman will conduct additional research on this topic.
- Lehman presented the draft of a cover sheet based on the previous cover sheet.
- The task force discussed the style of citations within the document. Allen and Lehman will make modifications to citation format.

The meeting ended at 2:07.

Respectfully submitted,

Amy Allen