University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Friday, March 13, 2015, 9AM

Present: Jones (Co-Chair), Lehman (Co-Chair), Allen, Stankus & Zou (task force); C. Banks, Morgan, Vimr & Williams (non-classified staff)

1. Jones & Lehman outlined their charge from the Dean for the committee members and non-classified attendees, and sought for members of the Non-Classified Staff to offer their ideas for Personnel Document improvement.

2. Initial discussion focused on improving evaluation forms, procedures for seeking additional evidence from colleagues to include in their annual checklist, and determining how high up the administrative ladder approval and signatures should be in differing positions. There was a consensus that the document be sufficiently specific to address concerns, yet remain flexible.

3. Morgan and others recommended that the task force create a third section specifically for non-classified staff and refer, or factor out pertinent content where appropriate.

4. Meeting adjourned at 10AM.

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