University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Monday, April 20, 2015, 2PM

Present: Amy Allen, Phillip Jones, Kathleen Lehman, Tony Stankus, and Tim Zou

The meeting came to order in room 472B.

The task force

- Reviewed language on the selection of members for search committees.
- Agreed on the necessity of putting specific degree requirement on the advertised job descriptions, including any stipulations for conditional appointments.
- Agreed that a statement detailing the necessary qualifications, including rank and tenure status, for external reviewers ought to be clarified and placed in an addendum or folded into the main personnel document.
- Decided that in general it would accept feedback from colleagues on proposed changes to this document via e-mail, with remarks and suggestions which would be posted to all faculty for respondents who chose to click on “all recipients,” as well as e-mails intended solely for the task force; agreed to distribute the draft for promotion and tenure first.
- Addressed the lack of continuity in the Reappointment and Post-Tenure Review committees, which might be improved by longer terms of the members and their ability to see documentation from one or two years prior to the year in which the librarian is evaluated.
- Discussed the number of members of the committees.
- Accepted offers from Allen and Zou to work on revising procedures for reappointment of tenure-track librarians.

The meeting was adjourned at 3:15.