University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Monday, April 27, 2015, 2PM

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

The meeting came to order in room 472B.

The task force

- Reached consensus on the language to be proposed for the Minimum Credentials for Appointment section.
- Agreed on the language for the Goals, Composition, and Function subsections under Search Committees.
- Discussed at length the documentation that ought to be available to the Reappointment and Post-Tenure Review Committees. The ability to see the two most recent supervisor evaluations (ideally the current year and the previous one), and at least the current and preceding Faculty Review Checklists and Reappointment Committee reports, would allow for these committees to see progress and if the faculty member being reviewed had delivered on promises made in the areas of performance, research, and service.
- Decided to place what we called “Finished Drafts” into Dropbox or otherwise post them, for discussion by the faculty. Members expressed concerns that someone might inadvertently modify one of these documents; the task force needs to maintain the integrity of its latest drafts.

The meeting was adjourned at 3:15PM.

Tony Stankus, Secretary