University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Monday, June 22, 2015, 1:30PM

Present: Phil Jones, Kathleen Lehman, and Tony Stankus

Absent: Amy Allen, Tim Zou

The meeting commenced at 1:30PM in 472B.

- The group agreed to a tentative schedule of meetings through August 3. Jones will invite in Outlook and book the room(s).
- The group discussed final revisions to the draft of procedures for post-tenure review. Lehman will make a final version.
- The latest version of the form for annual evaluations was not found. Lehman will locate it.
- Lehman’s proposed addition of a clause on assigning a mentor in the draft on rank and tenure at initial appointment was discussed, as was developing a procedure on how the Tenure Committee and appropriate Promotion Committee could give a straw vote on candidates before they were invited to campus. Jones will mull over this procedure and revise the draft.
- After Stankus departed, Lehman and Jones examined the form for reappointment and saw no need for changes. Via e-mail Jones will ask the other three members of the task force to review the form and give feedback.
- Lehman agreed to locate and prepare final drafts of three forms for review by the entire library faculty: 1) post-tenure review (procedures), 2) post-tenure review (form), and 3) supervisor’s evaluation (form). It should be distributed no later than the end of the week.
- Lehman offered to clean up the folder in Dropbox and archive documents on which the task force is no longer working.
- Lehman and Jones agreed that at the next meeting the task force should decide on the next section to review and revise.

The meeting ended at 2:15.

PJ Jones