University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Tuesday, July 7, 2015

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

Absent: None

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

- Based on feedback from a faculty member, the task force discussed whether or not it would be advisable to include specific milestones within annual reviews or the third year review that must be reached. Or, alternatively to recommend possible milestones in a tip sheet.

- The task force agreed to look over its revisions pertaining to the development plan after hearing a report on other units’ policies and procedures. General Counsel had recommended that units not be prescriptive in their personnel documents when addressing this matter.

- The task force then examined drafts relating to the Annual Review and the Selection of External Reviewers for Tenure and/or Promotion.

- Looking to increase feedback from colleagues during the revision and obtain approval for the final draft, the task force considered calling a meeting after the next round of revisions and distributing the sections pertaining to tenured and tenure track faculty for approval while beginning work on the sections on non-tenure track faculty. A decision will need to be made about how granular (i.e., how many sections) to make the distributions on which the faculty will vote.

- The task force resolved to discuss drafts of the Third Year Review at its next meeting.

The meeting ended at 2:30.

Tony Stankus