University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Monday, July 13, 2015

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

Absent: None

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

• The Task Force discussed faculty comments concerning the issues listed below:
  • How far back should the Post-Tenure Review Committee have access to a faculty member’s previous Annual Reviews? Should the committee have access to the supervisor’s evaluations?
  • How should the Task Force explain the use of “Administration”—a general term that would allow elasticity should the dean of libraries reconfigure tasks? It was decided that we would consider a footnote or a definition at the beginning of the personnel document; however, it would be a good idea to discuss nomenclature with the library faculty. A different term may be better, as could specificity in some or all instances.
  • Should the language of the Personnel Document explicitly state the current 70/15/15 breakdown of faculty evaluations by job performance, scholarship and service, is the norm.

• Phil Jones will write up the final draft of the Annual Review section.

• The Task Force continued to review the draft of the “Procedures and timetable for external letters of evaluation” and in particular, discussed the rankings of potential reviewers in the final list made by the personnel committee(s).

The meeting adjourned at 3pm.

Tony Stankus