University of Arkansas Libraries

Minutes of the Faculty Personnel Document Review Task Force

Monday, July 20, 2015

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

Absent: None

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

- The final editing of the section dealing with external reviewers was approved. Phil Jones and Kathleen Lehman might fine tune some of the language.
- Jones agreed to make several final changes to the section on annual reviews and put the finished draft in the appropriate folder.
- The group reviewed extensively the draft section on the 3rd year review. They discussed several issues including:
  - Was completing a cumulative Faculty Review Checklist a substitute for completing an annual checklist? (Two committee members reported that they had to do both.)
  - To what degree does the reappointment committee seek the advice of the tenure committee, and when does it do so? Also, to what degree should there be a distinct “voice” of each body, the tenure and reappointment committees? Jones indicated that the Libraries have traditionally operated as if the report came from the reappointment committee, with input from the other tenured faculty.
- Lehman offered to make several changes to the section on 3rd year review and Jones offered to revise thereafter. Should the group not reach consensus, it will consider inviting colleagues to a discussion on this section.
- Tony Stankus and Tim Zou were assigned the revision of part 1, Section IV, C of the Faculty Personnel Document, on procedures for tenure and promotion.

The meeting ended at 2:45PM

Tony Stankus