University of Arkansas Libraries

Minutes of the Faculty Personnel Document Review Task Force

Monday, July 27, 2015

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

Absent: None

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

- Members agreed not to meet the first week in August and to a tentative schedule lasting to the end of September.
- The task force approved the latest version of the section on the third year review.
- Jones will distribute three final drafts for comments from colleagues. It was decided to make Thursday the 13th the deadline, which would allow two weeks for review. The three portions are:
  - Third year reviews
  - Annual reviews
  - External reviews
- The task force discussed the revision of procedures for tenure and promotion. Members referred to APS 1405.11 to bring the Libraries’ procedures in alignment with the University’s. Two noteworthy points of discussion included 1) when a candidate might withdraw from consideration for tenure and/or promotion and 2) policies and procedures for voting. Lehman agreed to revise the draft.
- It was noted that at its next meeting the task force should be able to begin tackling the section on non-tenure track faculty.

The meeting ended at 2:50PM.

Phil Jones