University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Tuesday, September 15, 2015

Present: Jones, Lehman, Zou, Stankus

Absent: Allen

The meeting started at 1:30 pm in 472B.

The majority of the meeting was devoted to discussing Section I: Initial Appointment of Policies Governing Non-Tenure Track Faculty. The following suggestions were made:

- make editorial changes on bulleted points under “functions served . . .” to remove “to” before each of the infinitive verbs in the bulleted points. (Lehman will follow up.)
- clearly define title and rank in order to use them consistently throughout the document (e.g. adjunct librarian, visiting assistant librarian, clinical assistant librarian). Suggested definitions of these titles will be reviewed in the next meeting.
- revise the order of Part 2, Section 1, by reversing the order C (Search committees) and B (Title and rank). A revision of this section shall follow the order of: A. Minimum qualification B. Search and C. Title and rank.

A brief discussion of II (annual review) resulted in a suggestion of moving bulleted C (peer review) in front of B (format of the review). Suggestions were made to combine A and B in the existing document.

For the next meeting, Jones would like to discuss the meeting times for October and remind all to look at their availability in the calendar.

The meeting ended at 2:15 pm.

Tim Zou