University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Tuesday, October 13, 2015

Present: Allen, Jones, Lehman

Absent: Stankus, Zou

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

- Lehman noted that the instructions for personnel documents stipulate that proposed revisions must be marked. Jones stated that the task force might need to seek a waiver because of the number of revisions. The task force differentiated between the cover sheet that is conveyed with the revisions and the introduction to the personnel document itself.

- Lehman and Allen will examine the formatting of the revised document for consistency and logic.

- Dean Allen had invited the task force to a meeting at 11am on Wednesday the 28th. It is understood that not everyone may be able to attend.

- The task force confirmed a simpler wording on the required degree and substitute in the relevant passages in the non-TT and T/TT sections.

- Because the deadline had not passed for comments on the last batch of revisions, the group agreed to delay examining all comments received so far to the next meeting.

- Allen, Jones, and Lehman debated within the introduction the wording of keeping records on the maintenance of the recorded actions of the faculty and agreed to a revision, which Jones will make. The task force may have a draft of the introduction to send to the faculty after the next meeting.

- Allen, Jones, and Lehman switched to the section on non-classified staff and debated how much detail to include under the category of initial appointment. Lehman agreed to revise and will incorporate relevant language from the non-TT section.

- In the following week a volunteer from the task force will be sought to examine the two forms for non-classified staff, revise as appropriate. The task force will decide on the importance of consistency between the forms for faculty and non-classified staff (e.g., should the scores align). The group may also wish to set the meetings for November.

The meeting ended at 2:25.

Phil Jones