University of Arkansas Libraries

Minutes of the Faculty Personnel Document Task Force

Wednesday, October 21, 2015

Present: Allen, Jones, Lehman, Zou

Absent: Stankus

The meeting started at 2:30 pm in 472B.

- The task force scheduled meetings dates for the month of November.
- The task force accepted the formatting changes proposed by Lehman and Allen.
- The task force discussed comments submitted by faculty members concerning the last batch of revisions. Lehman will make revisions to the document based on faculty comments.
- The task force reviewed revisions suggested by Jones and Allen for the Introduction. One revision was accepted, and Lehman will add the Introduction to the combined document.
- Allen, Jones, Lehman, and Zou discussed the non-classified evaluation form in comparison with corresponding forms used for faculty. The group debated revising the performance rating scale to match the revisions to the faculty rating scale. A volunteer will compare the text and make suggestions at a future meeting.
- Allen, Jones, Lehman, and Zou debated the non-classified statement of duties form with particular attention to the additional contributions. The task force will gather further information on current practices with particular attention to self-reporting and continue the discussion next week.
- The task force reviewed the policies governing non-classified. Additional wording was approved, and the task force will continue to review.

The meeting ended at 3:45.

Respectfully submitted,

Amy Allen