COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

C SBS

COLLEGE   **DEPARTMENT**

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: _Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures._

BACKGROUND INFORMATION:

1. Are proposed changes those of College ☑ or Department ☐ procedures? (check one)

2. Date that current proposed changes were sent forward _12/5/16_

3. Department or College initiating proposed changes _CSBS_

4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). _____

   Proposed changes were initiated by the College Personnel Committee at the request of the College to update the previous procedures (which dated from 1973).

5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: ___/___/___

6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _12/14/16_

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

_____   _____
Chair, Department Personnel Committee   Date

_____   _____
Department Chair   Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[signature]   Abraham M. Rutchick   _1/10/17_
Chair, College Personnel Committee   Date

[signature]   Matthew Cahn   JAN 13 2017
College Dean   Date

[signature] Sheila Grant   _6/5/17_
Chair, Personnel Planning and Review Committee   Date

(for PP&R use only)	F'17	
_S'17_	F'20 Effective Date (change in criteria)	_F'21_
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

n:forms:personnel procedures cover

Approved Language:
CSBS Personnel Committee Composition and Election Policy (approved by the college *12/14/16)*

1. The College Personnel Committee will consist of five tenured faculty at the rank of Professor.

a. Committee members will be elected to staggered two-year terms.

b. No faculty member will serve more than one consecutive term.

2. By the end of the first week of the fall semester, each Department not currently represented on the College Personnel Committee will nominate one of its members to be placed on a slate of candidates. All eligible faculty members (i.e., tenured faculty of senior rank who are not disqualified from service on the College Personnel Committee per the regulations in Section 600 must stand for nomination in this process. The slate of nominees thus created shall then be voted upon by all probationary and tenured faculty unit employees of the College.

a. The election shall be conducted using Moodle, Canvas, or another anonymous online voting system, and shall be open for voting for no less than five (5) business days; results shall be tallied by the CSBS Associate Dean (or designee) and the College Personnel Committee chair (or designee).
b. In the event of a tied vote, a candidate from a department that was not represented on the committee in the previous year will be selected. If both or neither of the departments was represented in the previous year, a run-off election between the candidates will be conducted following the same procedures as described for the initial elections and counting of ballots.

3. In the event that a member of the committee must be replaced after the election has taken place, a special election shall be held in which all eligible faculty stand as candidates, with the proviso that (1 a) and (1 b) are not violated (i.e., faculty who have just served a term and those whose department is already represented do not stand as candidates).