

**Revision of Policy on FERP Faculty Service on Department Personnel Committees**  
(Approved April 22, 2005)

Sections 612.2.1, 612.2.5, and 612.5.1 of the *Administrative Manual* are revised as follows:

Section 612.2 Composition and Eligibility – General Considerations

1. Tenure and Rank

With the exception of the Personnel Planning and Review Committee, all personnel committees shall be composed of tenured faculty unit members selected by the probationary and tenured faculty unit employees. Because the Faculty Unit Agreement (Article 15.37) requires that evaluation for promotion be by persons at a higher rank than those being considered for promotion, only those members of personnel committees who are at a higher rank may participate in promotion deliberations. Consequently, some committees may have to be composed of only Professors, Librarians or Student Services Professionals III, Academically Related in order to conduct their business. Subject to the limitations of Article 15 of the Faculty Bargaining Agreement and Section 612.5.1.b., participants in the Faculty Early Retirement Program may be eligible to serve on Department Personnel Committees charged with retention, tenure, and/or promotion reviews.

5. Ineligible Status

No faculty member who is eligible for promotion or otherwise personally under consideration shall serve on any personnel committee. Persons electing to withdraw from consideration remain ineligible to serve. Faculty members who have been notified that they will not be reappointed and faculty members who have resigned shall be prohibited from voting on the election of any personnel committee policy, or on the evaluation of any individual personnel matter.

Section 612.5 Department Level

1. Composition and Eligibility

Each Department shall elect a Personnel Committee. A committee normally consists of three, five or seven tenured members of senior rank. A Department may, with the approval of the College Personnel Committee elect a committee consisting of a larger number. The Department Chair is not eligible for membership but shall consult with the Committee on matters of appointment (621.2.4), probation, tenure, and promotion (Section 634), and (when required by Section 644.3) service salary step increases.

- a. The Personnel Committee of each Department with four or more eligible candidates for membership must consist entirely of faculty members from that Department.
- b. When a Department has three or fewer members eligible for membership on the Personnel Committee, the President may, at the request of the Department and with the consent of the FERP faculty member in question, agree that a departmental participant in the Faculty Early Retirement Program (FERP) may be elected to serve on the committee. Department Personnel Committees that include FERP faculty must complete all committee duties concerning retention, tenure, and/or promotion during the FERP participant's period of teaching.
- c. When a Department with three or fewer members eligible for membership on the Personnel Committee, including any FERP faculty approved by the President, cannot or does not wish to elect a Personnel Committee consisting entirely of its own members, it must elect members from a related academic discipline(s) in a manner approved by the Personnel Committee of that College.