

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES**

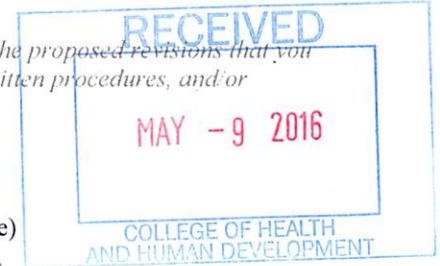
HHD

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:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward 12/18/2015
- Department or College initiating proposed changes HHD
- 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"). The proposed changes were initiated by the HHD Department Chairs in

The proposed changes were initiated by the HHD Department Chairs in response to a request from faculty in smaller departments. They were having problems creating Department Personnel Committees. Additionally, grammar and editorial changes were made to the existing policy



- The proposed changes have been approved by the faculty of the College  or Department . (check one)



**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Office of Faculty Affairs

Chair, Department Personnel Committee \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Victoria J. Ehrin \_\_\_\_\_ Date May 9, 2016  
Chair, College Personnel Committee

Lu Abel \_\_\_\_\_ Date 5/10/16  
College Dean

[Signature] \_\_\_\_\_ Date 8/30/16  
Chair, Personnel Planning and Review Committee

(for PP&R use only)	F'16	F'20
<u>S'16</u>	<u>F'19 (For changes in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Final Approved on -----

## **COLLEGE OF HEALTH AND HUMAN DEVELOPMENT (HHD)**

College Personnel Committee Policies and Procedures  
Approved by HHD Personnel Committee – March 25, 2011

### **1.0 The College Personnel Committee:**

#### **1.1 Committee Membership**

The College Personnel Committee (CPC) shall consist of five (5) tenured faculty members at the rank of Full or Associate Professor. They shall be elected at large by the full-time, tenured and probationary faculty of the College to hold a two-year term. No more than two (2) tenured Associate Professors can serve at one time. No more than one member of the CPC will be from any one department.

#### **1.2 Nomination Procedures**

During the first week of the academic year, the Dean (or designee) will disseminate a list of eligible faculty members in the College and identify a deadline for receipt of nominations from which to prepare a slate for election by all eligible voting members of the college faculty. Department Personnel Committees (DPC) shall be formed prior to forwarding names of eligible nominees for the CPC, which are due to the Dean's Office within the first ten working days of the Fall Semester. Thus, faculty members voted on the DPC become ineligible for the CPC. Those departments unable to submit the name of a Full Professor shall submit the name of a tenured Associate Professor.

#### **1.3 Term Limits**

Because of the importance of personnel matters to the College and campus, those elected to serve through the College procedure cannot decline to serve, but no member of the CPC will be expected to serve more than two (2) consecutive terms (four consecutive years) without their consent. Exceptions to this policy may occur when a member vacates the position and a member is needed to replace the vacated seat. As per Section 600, when an elected member of the CPC must be replaced before the end of a term, it shall be accomplished by special election at the College level. The member elected will only serve the remainder of the term vacated.

Final Approved on -----

#### **1.4 Election Procedures for CPC Membership**

The voting procedures will be the same as those used by the Faculty Senate for campus-wide elections. Ballots will list candidates in alphabetical order by last name with department affiliation(s) and academic rank noted. Those casting ballots may vote for no more than the number of committee members to be elected, and any ballot identifying more than allowable number will be invalid. Three members of the CPC will be elected in odd-numbered years and two members will be elected in even-numbered years. Voting can occur through electronic balloting.

## **2.0 Personnel Procedures**

### **2.1 Meetings with Department Chairs and Department Personnel Committee Chairs**

Department Personnel Committee Chairs and Department Chairs may be requested to meet with the College Personnel Committee to answer possible questions concerning their candidates for retention, tenure, and promotion (RTP). The sole intent of these consultations is to clarify those items submitted in the candidate's PIF is to clarify those items submitted in the candidate's PIF, which will aid the HHD personnel committee's interpretation and understanding of the significance and weight of these items.

### **2.2 Meeting with Faculty Members Under Review**

Faculty members under review may request to meet with CPC to discuss the written comments and recommendations of either the Department Personnel Committee or the Department Chair within ten (10) calendar days following placement of the letters in the candidate's campus mailbox.

### **2.3 Role of the Dean during the CPC Meetings**

With the prior approval of the CPC, the Dean may sit in on any consultation as described in 2.1 of the CPC, except as limited by Section 600.

### **2.4 Publication or significant scholarly and creative contributions to the field of study**

The following guidelines shall be utilized when reviewing the category, "Publication or significant scholarly and creative contributions to the field of study."

Each Candidate shall:

1. When citing co-authored or multi-authored publications, include a statement that explains the level and nature of the candidate's contribution to that publication. The College has developed a disclosure form that the faculty members may use.
2. Describe the peer review process by which material was evaluated and accepted for each significant scholarly or creative contribution.

### **3.0 Professional Information File (PIF) and Appendices**

Each faculty member has the responsibility of establishing, maintaining and submitting a record of professional information for use in evaluation for retention, tenure, and promotion, and service salary increases. The term Professional Information File (PIF) refers to this file.

The PIF and its appendices shall be cumulative and representative of performance, covering the period from the beginning of probationary service or the last RTP action to the date of submission for RTP action. In cases where prior service credit was granted, that contributions made during the time interval of service credit shall also be documented in the PIF and its appendices. Contributions made during a period of service credit serve to establish a pattern of contributions, but do not count in lieu of the contributions to satisfy the requirements for tenure and promotion.

A common template and format for a faculty member's PIF and resume are used by the College. The CPC offers the following suggestions for faculty preparing the PIF:

1. The major part of the PIF should fit into one 3-inch binder.
2. The faculty member shall prepare two copies of a detailed Index of the content of the PIF each year that the faculty member is evaluated. One copy remains in the PIF and the second will be placed in the PAF.
3. The PIF shall contain a current resume that covers the faculty member's entire academic and professional employment history and that lists all the accomplishments in all areas of review. Peer-reviewed activities shall be listed in reverse chronological order, listing the most recent contributions first. Quality over quantity of contribution should be emphasized.
4. When submitting the PIF for review at the College level, the faculty member shall include six copies of their resume. These copies will be used by CPC members to facilitate their review of file.
5. The PIF shall also contain information on 1) Professional Preparation; 2) Teaching Effectiveness and Direct Instructional Contributions; 3) Contributions to the Field of Study; and 4) Contributions to the University and Community, consistent with section 600.
6. The PIF shall contain a brief narrative (1-2 pages) that summarizes significant professional development activities and contributions in each of the major categories considered in retention, tenure, promotion for the period under review.

7. Plastic page covers are not to be used in the file. Photocopies of certificates and other documents and artifacts may be used rather than including originals in plastic page covers.
8. Summarize the numerical rating of student evaluations.
9. Include sample syllabi and course materials in an appendix to the main binder, It is not necessary to include every syllabus or exam or hand-out, especially for multiple sections of the same course taught over the period of review. Representative samples are sufficient.
10. Include only one piece of evidence for an accomplishment. Use cross-referencing where needed, rather than submitting duplicate copies of documents or other artifacts.
11. List professional meeting participated in “beyond” attendance, such as speaking, board member, posted presentation, reviewer, etc. Do not include the entire program or emails/letters of acceptance, etc. Instead include a copy of a program cover or first page plus a copy of the appropriate page(s) providing evidence of participation.
12. CPC expects a thorough review of the bulky items, such as grant reports, tapes, etc., to occur at the department review level. Therefore, do not include such items. These items however, shall be made available to CPC if requested by the Chair of CPC.

#### **4.0 General Principles for the RTP Process**

4.1 At all levels of review, those responsible for evaluating faculty and recommending actions shall evaluate each PIF with clear and specific references to the applicable personnel standards, and shall use the approved Department Standards or, in the absence, Section 600. Evaluations at each level of review and the recommendations shall be supported by written evaluations.

4.2 Those involved in the RTP process shall abide by the general policies and expectations on confidentiality set forth in Section 600.

4.3 Service in the personnel evaluation process is part of the normal and reasonable duties of tenured faculty. Lobbying or harassing such persons in the performance of these duties constitutes unprofessional conduct.

4.4 Every effort shall be made by everyone connected with this personnel process to safeguard the contents of the PIFs and access to them.

4.5 Each year, prior to deliberations, the CPC shall establish voting procedures for committee decisions on RTP (e.g. number of votes taken per candidate).

4.6 Once submitted, a faculty member’s PIF becomes part of the candidate’s Personnel Action File (PAF) during the period of review and shall not be removed from the University during the review process. There shall be only one Personnel

Action File (PAF) and that file is the property of the University, kept in the Office of the College Dean.

**612.4.2.b (6)** If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new College Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.