TO: LIBRARY FACULTY
FROM: Skip Hamilton, Recorder
SUBJECT: Faculty Meeting; October 1, 1981, 8:30 a.m.
LIBRARY FACULTY PRESENT: 24

Administrative Matter: The Library Administration was not represented in this meeting.

Items of Business: Faculty; Moderator, Ben Lobue

1. The following corrections to the minutes for the meeting of September 3, 1981, were made:
   a. Margaret Bevins and Connie Crews names were corrected from the following respective misspellings; Margaret Gibbons, Connie Cruz.
   b. Jean Messimer indicated that in Items of Business, part 2, section 3, that it was the Auraria Librarians, not Colorado Springs Librarians, who were considering giving up Faculty Status.

2. Committee Reports;
   a. Faculty Personnel; Jean Messimer called the faculty's attention to a memo on faculty appointment, which memo was shipped to all library faculty. The FPC is also working on Library Faculty Handbook revisions, which they hope to distribute in approximately two weeks. With the distribution of the revision pages, the FPC will also distribute a list of current Library Faculty Handbook page headings. The committee requests that faculty members check their handbooks against this list of page headings. Those who have information which is more up-to-date than the FPC's, would please send it to the FPC. Those faculty members who have a Library Faculty Handbook which is not current will be requested to obtain up-to-date pages from the FPC. The committee has been tabulating the results of the questionnaire relating to evaluation of Categories 2 and 3 of the Library Faculty Evaluation Form and will send to the faculty a written summation of their conclusions, as well as a response and proposal for further study relating to this matter. Finally, the FPC is working on a Search Handbook and hope to have a revised draft available which they plan to discuss in a special meeting called for that purpose.
   b. Library Advisory Board; Rhoda Carlson, The Library Advisory Board has not met since the last Faculty meeting. There is a suggestion box in the Staff/Faculty Lounge, now, and the Advisory Board will be looking at those suggestions offered by library personnel.
   c. Nominations; this committee did not have a report for this meeting.
   d. Sabbatical Committee; Al Wynne, The Sabbatical Committee has met and is looking at the problem of the bunching up of sabbatical eligibilities. The committee is discussing alternative solutions with the director and will present the possibilities to the library faculty after that meeting.
   d. Travel Committee; the Travel Committee had no new business to report.
3. **New Business:** Jean Nessimer indicated that the FPC had sent a memo, dated September 8, 1981, to all library faculty containing a summary of the information obtained by the questionnaire related to the necessity of library faculty members completing the annual Library Faculty Evaluation Form. The majority of the respondents favored some form of a penalty for those faculty members who failed to complete the form. On the basis of those responses, the FPC offered for faculty consideration and discussion the following language as a second paragraph for section 0173 of the Library Faculty Handbook.

"Preparation of the Library Faculty Evaluation Form is a mandatory responsibility of all Library faculty members. Should a member fail to submit the completed form in timely fashion, the supervisor, together with the Associate Director or Director, shall inform the Faculty Personnel Committee and shall investigate the reasons and try in all good faith to solve the problem and elicit the completed form. Ultimately, failure to complete the self-evaluation will result in no rating number for category 1 and no personnel action (salary increase, promotion, reappointment, tenure) for the faculty member during that year."

An intensive discussion followed with Dr. Ellsworth Mason presenting background information on the development of this issue. Faculty members responded to this background information, the matter at question, and the paragraph presented to the meeting by the FPC. Following the discussion an informal vote of the regular faculty was taken. The vote was on whether a Library faculty member was required to submit an annual written self evaluation. Seventeen favored requiring submission of an annual written self evaluation, 4 opposed requiring its submission, and 1 abstained.