MINUTES
LIBRARY FACULTY MEETING
April 5, 1990


MODERATOR: Ellen Robertson

1. APPROVAL OF MINUTES

The Minutes for the March faculty meeting were approved.

2. OLD BUSINESS

The Travel Committee was requested to write a plan for a revised committee dealing with travel. Sue Williams said she, Dan O'Mahony, and Wynn had tried to put together a document for the Libraries Faculty Handbook incorporating what Director Williams and the faculty wanted. She asked for input on the document distributed to the library faculty prior to this meeting.

LIBRARY FACULTY SUPPORT COMMITTEE
1563 Definitions

Faculty: The question was raised as to why procedure would change. Williams replied that priorities may change each year as what will be funded could change. The Committee should meet each year to discuss priorities. Wynn said the faculty should submit anticipated needs. The amount requested could change priorities. Since not all needs will be known ahead of time, the Committee will save a certain amount for unanticipated events.

0245 Mechanics

Director Williams: Recommends that at the end of the first sentence under 2.c. the following words be added: "by copy of the application form." The sentence now reads: The Support Committee shall be notified of award decisions by copy of the application form. The copy might say approved or not approved. The Committee should serve as a body through which a person could appeal. The faculty should be able to appeal.

Faculty: Sue Williams asked if there were any more comments regarding Definitions. There were none. She asked for comments regarding Membership and Funding. None were offered.

0139 Faculty Scholarly Activity Support

Faculty: "International travel funds" are not outside support. It was suggested that the words "international travel funds" be deleted.

0244 Eligibility for Support

Director Williams: Wants to be certain that this document doesn't speak at cross purposes with support document.

Faculty: Support document approved last year will be replaced by this. Williams said that eligibility for support was not changed. The question was raised as to why faculty on sabbatical or administrative leave are mentioned separately. Robertson said this was to make clear these people could submit a request for support.
Guidelines for Support

Director Williams: Referring to item 6 under "Examples of Activities Eligible for Support," asked if "regional" includes "state"? Someone might want to attend a meeting in Colorado. Doesn't want to see this obviated.

Faculty: It was decided that "regional/national/international" should be deleted from item 6 so that potentially any meeting could be eligible for support. "Expenses" was added after "travel." Item 6 now reads: Travel expenses (including support for participation in or attendance at conferences and meetings).

Criteria for Support

Faculty: This section was added. Travel Committee is replaced by the Libraries Faculty Support Committee.

Director Williams: Reports from this Committee may be of interest to staff as well as faculty.

Faculty: Coordination with Staff Development Committee would be helpful.

The Committee will want an estimate from faculty of their support needs. This should include everything that faculty members think they will need.

Question was raised as to whether it would be possible to submit a request for support after the fact. It was generally agreed that it is very difficult to get funded after the fact and that it should be assumed that faculty are aware of this.

Mechanics

Director Williams: Suggested that in first sentence of item 1 the words "prior to the requested activity" should be substituted for "as early as possible."

APPLICATION FOR FACULTY SCHOLARLY ACTIVITY SUPPORT

Faculty: Report submitted to Library Faculty Support Committee should include all items requested, not just money. The Committee should know about requests for time. This is important for grievance purposes.

Director Williams: Would prefer the word "appeal" rather than "grievance."

Faculty: Discussion of whether time off is within the purview of the Support Committee. What happens if supervisor denies time off? What recourse should faculty member have?

Director Williams: Said he would like appeals to remain in-house.

Faculty: Question was raised of whether chain of command might be violated if Committee got involved.

Director Williams: Appeal process could remain within chain of command if Committee was involved.

Faculty: Will this Committee be appeals committee? Answer was "yes." This body will recommend. Administration will say whether request can be funded.

Director Williams: If supervisor disagrees, faculty will know why. Applicant can then decide whether to appeal. Application will go to supervisor first, then to Department Head, Support Committee and finally to him. Time can be of the essence. Reality is such that sometimes there isn't time to wait for the Committee. He suggested that copy of the application should go to the Committee and supervisor simultaneously. All requests, not just travel. He said: "Scrub the flow bit."
Faculty: Supervisor should approve or disapprove in a timely manner.

Director Williams: Said he has had no complaints about time. Application should have dates so can track how long it's taking. The Committee will have total information on requests so it can create a report to entire faculty on what everyone got and what was denied. He said he needs this so he can report to higher ups what requests had to be denied.

Faculty: More discussion took place concerning appeals process. Nothing was resolved. Robertson said that the Committee should try to get a revised document to faculty before next meeting so that they can discuss and vote on it.

3. ADMINISTRATION REPORT

Expectation is that compensation will increase by 3 percent. The Library has requested the average.

Search committees are taking their task seriously and are getting very good candidates.

4. NEW BUSINESS

None.

5. COMMITTEE REPORTS

a. Faculty Personnel: Boucher reported that FPC has finished evaluations. It will hold appeals if necessary. It is working on Search Handbook and hopes to get formal approval soon.

b. Travel: Already covered.

c. Sabbatical: No report.

d. Reappointment: No report.

e. Nominations: No report.

f. Library Advisory Board: No report.

g. Tenure: No report.

6. ANNOUNCEMENTS

David Pagerstrom said the Faculty Council Subcommittee on Evaluation of Senior Officers at this university is working with Ted Volsky to redraft the document by Emily Callahan so that there will be faculty participation in the evaluation process but maintains confidentiality of the officer being evaluated considering the Sunshine Law of Colorado.

7. ADJOURN

The meeting was adjourned at 10:30 a.m.

Respectfully submitted
Marilyn Werthamer, Recording Secretary