PRESENT: Baia, Boucher, Byrne, L. Carter, N. Carter, Gause, Fong, Hamilton, Hill, Homer, Klemmt, Kristmann, Kroeger, Larsen, Lowenberg, McConkey, Maloney, Meiring, Nelson, Nolan, O'Mahoney, Quinlan, Rebholz, S. Williams, Wynne

MODERATOR: Suzanne Larsen

1. APPROVAL OF MINUTES
   The minutes for the 3 May Faculty Meeting were approved.

2. ADMINISTRATION REPORT
   There was no administrative report.

3. OLD BUSINESS

FACULTY SUPPORT COMMITTEE

At the 3 May Faculty Meeting the Faculty Support/Travel Committee had been instructed to draft a document which would establish an appeals process for situations involving denial of requested faculty support. The Committee's response to this charge, primarily Section 0247 of the Library Faculty Handbook, was distributed, appended to the minutes of the May Faculty Meeting.

Discussion of the Support Committee's appeal process proposals was lead by Committee Chairperson Sue Williams. One area of contention was whether the Faculty Support Committee (FSC) should serve as an appeals committee, or if separate ad hoc groups should be formed as necessary. Another question raised was whether a separate appeals committee should be temporary or permanent. Comments and focus on what should be or are the functions of the FSC, i.e. who makes the initial decisions regarding disbursement of funds for specific requests, and who does the clerical work. Whether request forms should be submitted simultaneously to the FSC and one's first level supervisor was another area which elicited comment. Another topic on which considerable input was made centered around the desirability and/or practicality of requiring that all foreseeable requests for support be submitted before a given date, early in the fiscal year.

Hamilton moved, and Byrne seconded, that the FSC be dissolved. Considerable discussion ensued, centering around the question of the desirability and practicality of maintaining a committee which is advisory. Vote on the motion failed unanimously, with at least one abstention.

Boucher moved, and Homer seconded, that the document be referred back to the committee for revision. The Committee is to reconsider the appeals process in the context of consensus of opinion expressed at this meeting, as follows:

1) The Committee could serve as an appeals board if a recommendation of the Committee is not being challenged.

2) Applications for support should be submitted as far in advance as they can be foreseen (near the start of the fiscal year, if possible). "Last minute" requests are not precluded.
3. Old Business -- Faculty Support Committee (Cont'd.)

3) Application forms should be submitted to the first level supervisor and the FSC simultaneously.

4) The document should include a statement that the Dean/Director of Libraries makes the decision/s regarding funding of individual requests.

The motion passed.

Hamilton moved that the Faculty Travel Committee be dissolved, and that all persons presently on that committee will continue as members of the Faculty Support Committee. Gause seconded the motion, which passed.

4 NEW BUSINESS

A. LIBRARY FACULTY SEARCH HANDBOOK (FPC)

Discussion relevant to the structure, wording and approval of this document was lead by Virginia Boucher of the Faculty Personnel Committee. One area of concern was how to treat/incorporate those documents which are listed in the appendices, especially in the context of complying with affirmative action policies. Janet Swan Hill offered several suggested changes to the wording of different clauses. They were based on her considerable experience at working on search committees during the past year. Some of the topics which elicited further comment were:

1) How to constitute a search committee to ensure that the concerns of other members of the unit are considered when hiring a department head for a unit having only one faculty member.

2) Some functions that are currently assigned to the Committee chair could be more appropriately handled by the Libraries administrative services.

3) Determining who gives input and makes decisions regarding wording/writing of job descriptions and position announcements.

4) Establishing criteria and procedures for rating and ranking applicants.

5) Determining procedure to follow if no candidate who is offered a position accepts.

6) Determining whether a formal presentation is required of all final candidates for any position.

7) Ensuring that all candidates for a given position have equal opportunity to meet with the same people, and ask/respond to the same questions.

8) Appropriateness of staff serving on search committees for faculty positions.

Boucher moved that the Library Faculty Search Handbook be adopted as corrected and modified during today’s discussion. The motion passed.

B. INTEGRATION OF "CRITERIA AND STANDARDS - PROMOTION AND TENURE" into the LIBRARY FACULTY HANDBOOK

The question was again raised regarding what is Vice-Chancellor Bruce Skstrand’s position on the Libraries presently operational criteria. A statement from him is expected soon. Voting on this matter was postponed until the next meeting.
4. New Business (cont'd)

C. 'OUTLINE OF REAPPOINTMENT AND PROMOTION ACTIVITIES'

The text of this document was mailed to the faculty prior to the meeting. Voting on this matter was postponed until the next meeting.

5. COMMITTEE REPORTS

A. Faculty Personnel - No further report
B. Travel/Support - No further report
C. Sabbatical - Yolasda Maloney reported that the Committee has received two applications for administrative leave.
D. Reappointment - No report
E. Nominations - Suzanne Larsen reported that, despite a poor return of forms volunteering service, a slate of candidates has been formed. There is at least one candidate for each vacant position. She read the slate to those present. Ballots will be in the mail within a few days.
F. Library Advisory Board - No report
G. Treasurer Committee - No report

6. ANNOUNCEMENTS

A. Law Library - Representative had left the meeting
B. Libraries Committees

Janet Swan Hill reported that CU's new user's representative at CARL is Brenda Bailey.
C. University Committees

Skip Hamilton announced that he is Co-chair of the EPUS Committee.

Laura Carter announced that the Women for Equity is an ad hoc coalition of women, representing all faculty ranks and a broad range of academic disciplines, who have concerns about the treatment of women faculty on the Boulder campus. Everyone is invited to attend their next meeting, to be held at 3 PM on June 28th. Contact Laura Carter for additional information.

7. ADJOURNMENT

The meeting adjourned at 11:13 AM.

Submitted,
Al Wyne, Recording Secretary