LIBRARIES FACULTY MEETING MINUTES  
November 7, 1996

Present: Wendy Bain, Susie Bock, Mary Borysiewicz, Tim Byrne, Daria Carle, Nancy Carter, John Cutshaw, Marcy D’Avis, Susan Dean, Charles Egleston, Nancy Emerly, David Ferguson, Sharon Gause, Barb Greeman, Keith Gresham, Debbie Hottis, Liz Isenhour, Skip Hamilton, Janet Hill, Sherry Homer, Peggy Jobe, Carol Krismann, Joan McConkey, Bruce Montgomery, Leil Nolans, Laurie Sampsel, Martha Jo Sani, Sara Williams, Sue Williams

I. Recruitment Update. The second interview for the monographic cataloger is scheduled for Nov. 8. A search for the vacancy left by the transfer of D’Avis to Music has been approved. Applications are being received for the position of AD for Administrative Services.

II. The minutes of the October meeting were approved with the following changes:

VII.4. Change EPAS to EPUS in line 1. Delete the 4th sentence and substitute. This discussion has its origin in a document that EPUS and the University’s administration prepared in response to a request from the State Legislature and the CHSE. Several librarians from the four campuses responded to a preliminary draft put out over e-mail.

III. Unfinished business

1. Tenure Task Force Report
   It was moved and seconded that the report of the Tenure Task Force be accepted with thanks and forwarded to the Dean. It was clarified that acceptance did not imply endorsement or non-endorsement of the recommendations in the report. The motion passed.

V. Committee Reports

1. Faculty personnel
   a. Equity
      V I. Krismann, on behalf of the FPC, moved several changes to the language in the document “Libraries’ Faculty Salary Equity Evaluation System: Evaluation of ‘Career Merit’ and Procedures”:
      1. Career Documentation. Revise the second sentence to read: ‘Other documents may be used as necessary: a one-page (AND ONLY ONE PAGE) description outlining highlights of career accomplishments in the area of librarianship and/or letters from faculty outside the libraries, if the individual wishes to have these added for the FPC’s consideration.’
      2. Revise #3 by deleting “at all levels.” Delete #2 in the list following the paragraph, and renumber.
      3. Professional Experience. In #2, change “1 year” to “0 years.” Delete #1 and renumber.

   There was discussion of whether the existing process takes adequate account of job content, where it is considered as one of the factors under “librarianship.” The FPC believes that it is handled adequately, and most faculty were satisfied with the way this is currently expressed.

    The motion passed.

   It was moved and seconded that the floor be opened to a discussion of the equity system. The motion passed.

   Byrne raised the issue of having the average of the last 3 years’ evaluations count for 35% of the merit score, instead of being considered as a part of the “career documentation.” He noted that this seemed to reward faculty twice for the past three years. This problem is compounded by one of other problems in the current salary structure: compression, which arises in large part from raising the base salary from time to time, and adjusting only the lowest salaries near the bottom of the scale. Byrne moved that the annual evaluations for the last three years be removed as a separate scoring category, and that the FPC look at reallocation of percentages.

   Discussion included a reminder of the Vice Chancellor’s original instructions, and a note that we have only used the current system for one year when there was little money to put toward resolving inequities, and that it may take another year or two before we can see if the use of recent evaluations as a separate category is creating a problem. There was speculation about whether our formula may be too simplistic... or alternatively too complex.

   By a vote of 8 in favor, 18 opposed, and one abstention, the motion failed to carry.
b. Evaluation of research and service

Krismann, on behalf of the FPC, presented several proposed changes to the evaluation procedures in the Faculty Handbook. The text of the document presented was:

The FPC, while implementing the new annual evaluation procedures developed by the Evaluation Task Force, felt that adjustments were needed, i.e. a #1 in the research criteria as well as a few other criteria in the #1 in service. We found that the range in both research and service criteria #2 was extremely large and that the #1 criteria was rendered useless, leaving virtually only three criteria to consider in each category. We recommend the following changes:

A. Research criteria
   Include a number 1:
   [1] Below normal expectations: minimally engaged. Only one of the following: book review, information piece, paper, local presentation, local workshop, in process without evidence

B. Service criteria
   Change wording on [1] to read:
   Community service; minimal professional service; membership(s) in professional organizations

   C. Take off the left numbers on "considerations for evaluations" documents.
   Because the numbers to the left were causing confusion in the discussions of A and B, it was moved and seconded that the motion be divided to allow "C" to be voted on immediately. The motion passed.

   Item "C" was moved and seconded. The motion passed.

   The FPC will bring A and B back to the Faculty for a vote at the next meeting.

c. Search Committees
   The FPC had been asked to prepare guidelines for when staff would be added to faculty search committees. Krismann presented the following text:
   "In the case of the search for an Associate Director, a staff member shall be added to the search committee."

   It was moved and seconded that the matter be tabled until the next faculty meeting. The motion passed.

2. Faculty Support -- no report

3. Faculty/Staff Development
   a. Sexual Harassment workshops. A session for non-supervisors is set for Nov. 15 at 9:00 am in the Center for British Studies. All non-supervisors are urged to attend. A 4-hour workshop for supervisors is being planned for Jan. 15 in the Libraries. There is a supervisors workshop on Dec. 15 that those who don't want to wait till January. It is important that everyone attend a workshop.
   b. There will be a seminar on the Alexandria Digital Library Project on Nov. 25, presented by Suzanne Larsen.
   c. A volunteer from TIAA will give a seminar on financial planning in N410 on Dec. 13 at 10:00 am. Persons covered by PERA or other plans may also come, as the seminar is not about TIAA specifically.
   d. The Research Task Force has two programs planned: On Nov. 22, from 9 - 11 in the Center for British Studies, there will be a panel discussion on "academic culture", with faculty from other departments who have recently gone through the tenure process. This session is for faculty only. (A second panel, open to all comers, will be scheduled later). On Dec. 9, there will be a program on how to write grant proposals.

4. Library Advisory Board - no report

5. Promotion and Reappointment. The Committee has been busy with promotion and reappointment dossiers. The Committee noted that the current yearly evaluation process, with its very brief evaluative statements, has presented some difficulties to the Committee. The Committee is free to ask for more information, or clarification from other appropriate sources. Fagerstrom will draft a document explaining the problem, and will send it to the FPC.
Tenure. The first meeting has been scheduled. In addition to Gause, Hill, LoBue and Reibudela, the Committee's members are Neil Ashby (Physics), Emily Calhoun (Law), Karl Kroeger (Libraries emeritus), Marjorie McIntosh (History), and Polly McLean (Journalism).

Elections. Only 12 responses to the request for nominations were received. There are still ballot spaces to be filled for FPC, Appeals, and Social Functions. Anyone with names to suggest (including their own), please see David Fagerstrom.

Awards. The first call for nominations has been sent out to the Libraries e-mail list.

Committee of Chairs - no report

OCI - no report

Faculty Handbook Task Force
a. Drafts of their committee descriptions have been sent to FPC, PRC, and Appeals committees, requesting comments. The TF hopes to have the FPC and Appeals descriptions to the faculty for the December meeting, and the PRC description for January. Members of those task forces are urged to consider the drafts they received.

b. Drafts of the Sabbatical process, and of the Personnel protocols have been prepared, and may be brought to the faculty in December or January. The Elections process was considered to be covered by the Committee description. Other more complicated processes are being worked on. The TF is considering renaming the middle section of the handbook "Policies and Processes".

c. Appendices are being gathered, and all documents so far approved are being put into the handbook page format. It is hoped that these can be distributed in January, or whenever the committee descriptions have all been approved.

d. The handbook is being formatted for ease of referral and updating, with each topic in its own tabbed section.

e. The TF asks that as committees and faculty work on proposals that may find their way into the handbook, that they attempt to cast them in a form that is close to how the handbook is being formatted — ask a TF member if you are not sure how that is. Current Task Force members are: Chris Busick, Nancy Carter, Bill Garrison, Janet Hill (Chair), Carol Kusmann.

Other Libraries Committees - no reports

VI. Administrative Reports - no reports

VII. Announcements
1. Automation - no report
2. Law Library - no report
3. University Committees. Egleston reported that the UMC Committee has completed and forwarded its proposal for a new addition to the UMC.
4. Other - none

Janet Swan Hill, recorder

Approved ????????