Libraries Faculty Meeting Minutes
February 6, 1997

Present: Lori Arp, Wendy Balia, Susie Bock, Tim Byrne, Daria Carle, Nancy Carter, Marcy, D'Avis, Charles Egleston, Nancy Elmen, Emily Epstein, David Fagerstrom, Bill Garnon, Sharon Gause, Barre Greenman, Keith Gresham, Skip Hamilton, Janet Hill, Debbie Hollis, Sheryl Horner, Peggy Jobe, Carol Krismann, Suzanne Larsen, Yolanda Maloney, Liest Nolan, Ellen Robertson, Laurie Sampsel, Martha Jo Sani, Scott Seaman, Pat Wallace, Jean Whelan, Jim Williams, Sara Williams, Sue Williams.

I. Recruitment update: The January 1 deadline for applications for AD for Administrative Services has passed. Applications for monographic cataloger will be accepted until Feb 19, 1997.

II. Minutes from the meeting of December 5 were approved.

III. Unfinished Business
1. Discussion and vote on change to the handbook regarding search committees - FPC
Carol Krismann led the discussion for the Faculty Personnel Committee. At the December faculty meeting, the FPC was asked to revise its original motion and resubmit it to the faculty. The revised motion read: “When the dean has determined that authorization to fill a vacant position will be required, the Associate Director for Administrative Services appoints members of the Libraries faculty to a search committee. In searches for associate directors or for department heads with no other faculty member in the department, a staff member may be appointed. The chair of the committee is usually the immediate supervisor of the position.” A lengthy discussion followed. A motion to amend the motion by substituting “and also for” in the place of “or for” immediately preceding “department heads” was introduced and withdrawn. Skip Hamilton introduced a motion to amend the motion by deleting the phrase “with no other faculty member in the department.” The amended motion passed 21 in favor.

2. Discussion and vote on the changes to the evaluation system - FPC
Carol Krismann introduced the Faculty Personnel Committee’s revised new motion for changes to the evaluation document. As noted in the minutes of December 5, 1996, the FPC wished to expand the definitions for research and service to include five realistic scores. The FPC introduced four revised motions:
   A. Motion to add the following score to Research Criteria:
      [1] Below normal expectations, minimally engaged. Only one of the following: book review, local presentation or contribution, ongoing research in progress.
      Motion passed. Amended motion passed 28 in favor. Motion as passed reads:
      [1] Below normal expectations, minimally engaged. Only one of the following, for example: book review, local presentation or contribution, ongoing research in progress.
   B. Motion to add the following score to Service Criteria:
      [1] Below normal expectations, but satisfactory. Community service; minimal local professional service; memberships in professional organizations.
      Motion passed as introduced, 25 in favor.
   C. Take off left numbers on “considerations for evaluation” documents. Motion passed as introduced.
   D. Make these changes retroactive to apply to the 1996 evaluations. Motion passed as introduced, 27 in favor.

IV. New Business
A. Discussion and vote on the motion from the Dean and the Tenure Track Faculty. On behalf of the Dean and the tenure track faculty, Susie Bock introduced a motion which was sent out to all faculty via e-mail prior to the February faculty meeting. Discussion centered on whether or not the University Libraries were in
compliance with page III-28 of the University Faculty Handbook, Standards Processes and Procedures. Although the Libraries had applied for and been given a dispensation for its promotion and reappointment processes for tenure-track faculty, this dispensation was no longer acceptable to the university. To bring the Libraries into compliance with University policy, the motion introduced would change the Faculty Handbook to require that the Tenure Committee be made solely responsible for the promotion and reappointment processes for tenure-track faculty. Discussion pointed out that senior, non-tenure-track librarians, well versed in the requirements of the University, participated in the promotion and reappointment process and that reappointment for dispensation was appropriate. The Dean stated that a dispensation would not be granted because of the University's potential liability to lawsuits if the Libraries were not in compliance with University policy. There was also discussion of the required levels of review under University policy. Susie Bock introduced a motion to amend her motion to read: "To change the Faculty Handbook so that the Tenure Committee be solely responsible for the tenure track and tenured faculty promotion and reappointment processes. Until the library faculty contains sufficient number of tenured faculty to assume sole responsibility for the promotion and reappointment process for tenure track faculty, the tenure track faculty's first level review should be carried out by a committee, appointed by the Dean, whose members must be tenured librarians or tenured faculty from outside the Libraries." The revised motion passed 23 in favor, 1 abstention, 2 opposed.

B. Election Committee Procedures - Motion introduced by Liesl Nolan
To change the status of the Elections Committee into a Personnel Committee; to establish procedural guidelines for the Elections Committee at the Committee's earliest convenience; and to entertain the idea of coordinating committee service in the Libraries. Discussion postponed.

V. Committee Reports
1. Faculty Personnel—Carol Krissman reported that evaluation packets have been sent out.
2. Faculty Support—no report
3. Faculty/Staff Development—Scott Searman announced teleconference to be held Feb. 28 and April 4. Written announcements to follow.
4. Library Advisory Board—no report
5. Promotion and Reappointment—Reporting as Secretary, Sara Williams announced that Charles Egleson has resigned from the committee, leaving a vacancy.
6. Tenure—Janet Hill reported that letters had been sent by the committee and that the committee would have a new chair. The Tenure committee has begun consideration of two requests forwarded to it by the tenure track faculty.
7. Elections—David Fagerstrom requested nominations for the vacancy in Promotion and Reappointment.
8. Awards—Peggy Jobe reported that letters sent requesting letters of support for nominees.
9. Committee of Chairs—Susie Bock asked Promotion and Reappointment Committee to forward the name of the committee chair to her.
10. CCI—Task force on effective meetings report has been submitted. Comments on the supervisor assessment document can be forwarded to Wendy Baia.

VI. Administrative Reports
1. Jim Williams reported on his proposal to Wallace Loh to use reinvested funds for faculty compensation. Loh suggested additional data for the budget hearing on Feb. 24.

VII. Announcements
1. Automation - No report
2. Law Library - No report
3. University Committees
   a. Advising Task Force. Keith Gresham reported that the University is taking a closer look at the advising process. He will apprise the Libraries of changes which might affect it.
4. Other - No report

Peggy Jobe, Recorder