FACULTY MEETING MINUTES  
December 5, 2002


I. Recruitment update:  
Scott Seaman reported that in order to meet the remainder of our required budget reduction ($135,000), we will review each vacancy on a case by case basis and eliminate lines. Exceptions to this policy are the faculty searches that are currently underway: Map Librarian, Systems Librarian for Digital Initiatives, and Information Delivery Services Librarian. We are not anticipating any layoffs.

II. Approval of Minutes:  
Minutes from November 7 were approved as submitted.

III. Unfinished Business:  
Charlene Kellsey, representing the Faculty Personnel Committee, moved that the phrase “but the actual dollar amount increase earned by the individual shall be prorated to reflect the number of months in position.” be struck from the first sentence of the first paragraph in Section IV. C. 2. of the Faculty Handbook (Evaluation Documents: Application of the Annual Evaluation Process for Libraries Faculty Members with Special Cases, 1. Newly Hired Faculty). This change removes the requirement to prorate raises for faculty members in their first year of employment. Motion passed unanimously.

IV. New Business:  
John Culshaw, representing the Tenure Committee, moved that the new policy (presented to the faculty for review several months ago) for One-Semester Release from Librarianship for Tenure-Track Faculty and the form requesting such leave be accepted. Motion passed unanimously.

Carol Krismann announced that Dean Williams had sent her a document outlining the structural model for ATLAS to move from center status to that of an institute. Carol will email this document to the rest of the faculty. Comments should be sent to Jim.

V. Committee Reports (The following committees had reports.)  
FPC: Charlene Kellsey presented an FPC request that pages 1 and 2 of Section IV. D. of the Faculty Handbook (Salary Equity Evaluation System: Evaluation of “Career Merit” and Procedures) be amended as follows in order to remove outdated information. The section was placed in the Handbook when it was in proposal form. The changes to be effected are:

- Remove the first two paragraphs.
- Change the fourth paragraph to read: “The factors must be quantifiable so that they can be interpreted numerically and have the capability of being weighted. They take into account the three areas of Librarianship, Research/Creative Work, and Service. They are determined as follows:”
- Remove the headings following Paragraph 4.
- Change tense of “to be” to the present tense in the remainder of pages 1 and 2 when it is used in the future tense.

After discussion, Charlene moved for the FPC that the changes be accepted. Motion passed unanimously.

Faculty/Staff Development: Teleconference on the Patriot Act will take place on December 11. The database explanation program is continuing. (S. Larsen; J. Kneivel)

Promotion and Reappointment: Have finished the recommendation for the one candidate and forwarded it to the FPC. (W. Baia)

Tenure: Have several transfer-to-tenure cases in the beginning stages. Have panels for second year reappointment and one tenure case in process. (J. Culshaw)
Elections: There was an error in the ballot which was sent out last week. New ballots will be sent out today and should be used. Those who have already voted need to vote again using the new ballot. Scott asked if there were any additional nominations to be added to the ballot before it is reprinted. The committee will accept additional nominations until noon today (December 5). These nominations can be sent or called in to Scott. (S. Seaman)

Web Advisory Committee: The committee is looking into using Gold Rush as a link resolver. They are also working on redesign of the Libraries’ web page. (B. Imamoto)

Recruitment Task Force: Becky Iamoto is the chair of this new task force. (B. Imamoto)

VI. Administrative Reports:
• Dean Jim Williams thanked everyone for their participation in his reappointment process.
• Jim asked for and answered questions on the budget process:
  • We have to find $135,000 in people costs to give back to the State. Jim is not anticipating any layoffs and is expecting the Chancellor to accept our proposal.
  • We can send comments on positions and activities and their criticality to members of the Cabinet. We will probably need to cut 3 position lines. These will be permanent cuts.
• Another retention offer has been sent to Zhijia Shen.
• The Libraries will retain Lori Arp’s line when she leaves the University this month.
• The Vice Chancellor for Academic Affairs likes the idea of having a librarian associated with his office on the Program for Writing and Rhetoric. He also wants to make sure that we hire a Digital Initiatives Librarian.
• There will be discussion on reallocation and redefinition of positions when lines become vacant and before decisions are made to cut lines.
• Jim has not heard of any early retirement incentives being offered as a budgetary reduction strategy.

VII. Announcements
1. University Committees:
   The intellectual property policies for copyright and for trademarks and patents proposed by the Education Policy and University Standards Committee (EPUS) have passed the Faculty Council and have been sent to the Regents. (S. Hamilton)

2. Other
   There will be no Faculty Meeting in January 2003.

VIII. Adjourn

Marcy D’Avis, Recorder