Libraries Faculty Meeting  
April 6, 2006  
Minutes


I. Recruitment Update
   No current recruitment activity. The cabinet has discussed the reorganization of the Cataloging Department, including staffing issues. Caroline Sinkinson was welcomed as new Instruction Coordinator and Reference Librarian in the Reference and Instructional Services Department. Frank H. Wilmot will start July 1 in Government Publications.

II. Minutes of the previous meeting - approved

III. Unfinished Business – none

IV. New Business
   Christopher Cronin, Chair of the Faculty Personnel Committee, presented three documents to the Faculty.

   1. Addition of the Faculty Personnel Committee Procedures to the Faculty Handbook, Section V.C.3 - was adopted unanimously

   2. Replacement of the current Faculty Retention Policy in the Faculty Handbook, Section IV.O

      This document has been discussed in the FPC, the Tenure Committee, and Cabinet. The policy that is currently in the Faculty Handbook is actually procedural. This policy statement is new and a procedures document will be presented separately. We will vote on both at the May meeting.

      Discussion: According to the rules of the Regents, the Dean has the ultimate authority over retention. It was proposed that wording in the policy be changed to reflect that. This was passed unanimously.

      Clarification was requested regarding the requirement of having passed comprehensive review to be considered for retention. The Tenure Committee responded that this is the most rigorous review and provides the most information regarding if a faculty member is likely to be tenured. Discussion resumed regarding if a faculty who is a senior instructor or tenure stream but prior to passing the Comprehensive Review could be considered for retention. The Tenure Committee and FPC would revise the language to reflect the fact that all faculty can be considered.
3. **Addition of Faculty Retention Procedures to the Faculty Handbook, Section V.D.15**

Discussion: The concept of taking up to 30 days to make a decision regarding retention was discussed and it was determined that this was fair as a guideline. The concept that all affected by a retention offer should be involved in the discussion of retention offers was discussed. This was part of the document because it was recognized that in the case of reassignment of duties, other faculty might be affected.

V. **Committee Reports**

1. **Faculty Personnel**

   Cronin reported that evaluation have been completed by the FPC. Appeals should be sent to the Appeals Committee. While doing the evaluations, the FPC determined that the criteria for evaluation document in the Faculty Handbook is badly out-of-date and needs to better reflect the current activities of the Faculty. The FPC will be updating it and bringing it to the Faculty.

   Regarding the documentation submitted for evaluations: the summary document worked well, for those who used it. It would be helpful if committee work on the national level were better described, and the documentation submitted for evaluation (the FRPA, CV, and Self Statements, and summary document) should all agree with each other. Faculty need to be honest when claiming credit for committees that are part of their job or rank, such as those of us who are on Library Council or the Tenure Committee. We need to evaluate the way grants are considered for evaluation purposes. The FPC gave credit for grants similarly to how it does works-in-progress/works-in-press versus works published. Grants in progress or submitted were considered analogous to works-in-progress/works-in-press. Grants were given significantly more weight in the year they were actually funded or administered. Grant proposals submitted in 2005 that were successful, but that will be administered in 2006, should be included on next year’s paperwork, for consideration as a grant funded.

   The FPC submitted two activities to Strategic Planning: 1. To rewrite the evaluation criteria in the Faculty Handbook; 2. To evaluate the formula for career merit to see if it should be changed.

   Included in the criteria discussion in FPC are the possibilities of standardizing the criteria for evaluation (i.e., one would know exactly what is required for a certain score), and the idea of multiple year credit for books.

   Equity review requests need to be submitted by April 17. Differentiated workload documents must be signed by June 30th or 90 days after hire. The FPC will send out a reminder in early June for this.
2. **Faculty Support**
   In June the Committee will place the next call for supplementary funding applications.

3. **Promotion and Reappointment** – no report

4. **Tenure**
   Peggy Jobe is the new chair and Jina Wakimoto is the secretary. Tenure is looking into the grant process and how it affects tenure stream faculty. They are arranging a meeting with Liz Bishoff. Tenure cases are working their way through the VCAC. The Committee will host more information sessions. They are working on using bibliographic responsibilities as a multiple measure and are also still evaluating teaching as a multiple measure.

5. **Elections** – no report

6. **Awards**
   Nominations for the Ellsworth Award have been received and the recipient will be announced at the awards reception in May.

7. **Committee of Chairs** – no report

8. **Appeals Committee** – no report

9. **Other Library Committees**
   a. **Faculty/Staff Development** – hope to post Power Points of presentations on a web page eventually.
   b. **Web Advisory Committee**
      Contact Katie Lage or Jennie Gerke (co-chairs) if you have questions regarding the Web Advisory Committee.
   c. **Library Advisory Board** – no report
   d. **Recruitment to the Profession**
      This is now an official committee of the Faculty. We currently have two DU interns. There is no funding for the Provost Fellows yet.
   e. **Assessment Committee** – no report.
   f. **Chinook Oversight Group (COG)** (added to committee reports)
      Wakimoto reported that wording for links to full-text journals has been changed to “Available online: “
VI. Administrative Reports

Funding for the program plan for the 24/7 area for the Libraries was funded. The campus gave the Libraries $330,000 for one-time materials purchases for fiscal year ending June 30. This will be difficult to spend.

VII. Announcements

1. University Committees
   The Tenure Bill was defeated in the Legislature

2. Other – no report

VIII. The meeting was adjourned