


COMMITTEE REPORT OF ADOPTION OF POLICY RECOMMENDATION

DATE: October 16, 2023
TO: Michael Neubauer, Faculty President
FROM: Personnel Planning and Review Committee
BY: Diane Guido, AVP Faculty Affairs 

Name of proposed policy: 612.4.1 College Level (Personnel Committee)

At its meeting on 11 October 2023, the Committee adopted a policy recommendation by passing the following motion:

MSP: PP&R committee approved proposing a revision to Section 612.4.1 regarding the timing of elections for college personnel committees.

Current policy or catalog copy:

612.4 College Level.

1. Composition and Eligibility.

The College Dean or designee will conduct an election and convene the first meeting of the College Personnel Committee not later than the end of the sixth week of each academic year. This committee will be composed of no fewer than three and no more than seven tenured teaching faculty of senior rank, selected in such a manner as the faculty of the College determines. The Dean of the College will not be a member of the Committee.

Proposed policy or catalog copy:

612.4 College Level.

1. Composition and Eligibility.

The College Dean or designee will conduct an election and convene the first meeting of the College Personnel Committee not later than the end of the third week of each academic year. This committee will be composed of no fewer than three and no more than seven tenured teaching faculty of senior rank, selected in such a manner as the faculty of the College determines. The Dean of the College will not be a member of the Committee.

Clean version of proposed policy:

612.4 College Level.

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Procedures (if applicable):**Summary of Supporting Reasons:**

The proposed change brings the text of Section 600 in alignment with the Section 600 Academic Year Calendar of Personnel Procedures. The date to elect the CPC has traditionally been at the end of the third week of the semester, as recorded in the Section 600 calendar. The need for the election by the end of the third week is to ensure appropriate committees are in place in order to process sabbatical applications and second year probationary faculty RTP files.