

Personnel (RTP) Committee

MEMBERSHIP

The committee shall consist of one tenured, full professor from each department, elected by the tenure-track faculty of their home department. If Directors or Chairs serve on the personnel committee, they may not participate in the Chair/Director level of review. College Personnel Committee members represent the College, not any department or other entity. The committee shall consist of at least three full professors from the College. Committee members may not participate in more than one level of review ([CBA 15.42](#)) for any given candidate. If committee members served at the department level, they may not participate in or listen to deliberations regarding candidates they already have reviewed. For *Additional Rules Regarding College Personnel Committees* see FPPP 4.1.11a-d.

FUNCTIONS

Responsible for making Level 2 (College) recommendations to the dean for reappointment, promotion, and tenure for tenured and tenure-track faculty. The report and recommendation of the College Personnel Committee shall be based on a full and independent review of the evidence after a review and recommendation of the Level 1 (Department) report (s). Any variations to the College Personnel Committee process, such as assigning subcommittees, voting abstentions, or minority reports are addressed in FPPP 10.3.15. Any committee member wishing to be recused from an individual's review must do so prior to the review.

The Committee participates only in performance reviews, which are evaluative and formative, judgmental and developmental. The CME Personnel Committee members are the report writers for the performance reviews. For the faculty under review these performance reviews typically occur in their second, fourth, and sixth year (FPPP 10.2.1).

PROCEDURES

The college encourages the committee to elect its chair prior to the start of the semester. The College RTP calendar is sent to chairs Aug. 1st. Ideally, committees should be formed by May of the previous AY. At minimum, by the 1st week of semester, the committee should meet face-to-face to elect a college committee chair, distribute the calendar to the committee accordingly and set committee meetings. The chair will be responsible for insuring that the committee meets the many RTP deadlines. Committee members are expected to provide their individual wet signatures on the reports, as well as sign into the PAFs whenever reviewed.

Typically, there are four or five meetings during the year lasting one to two hours depending on the workload and situations with the individual performance reviews. The meetings need to be scheduled in accordance with the RTP Calendar (see [Appendix 1, Draft RTP Calendar](#)).

Meeting 1 (August)

The CME Personnel Committee should meet in early fall (September is recommended) to determine who will be chair and find out what the workload is for the year. See Chair Selection in this section for additional information.

Meeting 2 (September)

Once the chair has been determined there should be a meeting to assign primary and secondary reviewers for all three rounds of performance reviews that occur during the year. **If the committee determines at the first meeting when the chair is elected that the chair can to the best of his or her ability equitably assign the reviews, then this meeting does not occur and the chair sends out the assignments via email to committee members.**

Meeting 3 – Round 1

RETENTION 1st & 2nd Year Probationary Performance Reviews

This meeting should occur in November or early December.

The CME Personnel Committee reviews written report drafts and determines if any changes, edits, corrections need to be done. A vote is then taken and recorded for each of the reports. Committee members must sign each of the Personnel Action Files for faculty under review and their CME Personnel Committee recommendation form.

Meeting 4 – Round 2

TENURE &/OR PROMOTION Performance Reviews

This meeting should occur in late January or early February.

The CME Personnel Committee reviews written report drafts and determines if any changes, edits, corrections need to be done. A vote is then taken and recorded for each of the reports. Committee members must sign each of the Personnel Action Files for faculty under review and their CME Personnel Committee recommendation form.

Meeting 5 – Round 3

RETENTION 3-5 Years Performance Reviews

This meeting should occur in late February or early March.

The CME Personnel Committee reviews written report drafts and determines if any changes, edits, corrections need to be done. A vote is then taken and recorded for each of the reports. Committee members must sign each of the Personnel Action Files for faculty under review and their CME Personnel Committee recommendation form.

Chair Selection

Departments elect or designate eligible faculty to serve on the CME Personnel Committee. Sometimes a situation arises where a department does not have an eligible faculty member to serve. In that situation, the Dean appoints a faculty a

member or members to serve to represent the faculty from that particular department. The chair should be determined from the faculty who were elected or designated by their departments and not appointed by the dean, as they may be temporarily on the committee. All faculty at this level are serving on numerous committees and hold many responsibilities. Faculty need to come together and determine a fair and equitable way to appoint a chair.

Evaluation Process

Committee members will be assigned roles as primary and secondary report writers for all three rounds of reviews. Assignment duties are based on the numbers of faculty under review in the given academic year. All faculty on the CME Personnel Committee review the dossiers and personnel action files (PAFs) for faculty under review in all three rounds. They take notes and jot down any questions, concerns, or compliments they may have for each of the faculty under review. These can then be discussed at the CME Personnel Committee meeting for that particular round. CME Personnel Committee members should review all dossiers and PAFs well in advance of the CME Personnel Committee meetings.

Primary Report Writer – Committee members assigned as primary report writers review all dossiers and PAFs and make notes, etc. as a committee member. Then they focus very intently on writing a good draft of the CME Personnel Committee report. They share this report with their assigned secondary reviewer for feedback, suggestions, edits, prior to CME Personnel Committee meeting for that round.

Secondary Reviewer – Committee members assigned as secondary reviewers review all dossiers and PAFs and make notes, etc. as a committee member. They will receive a draft copy of CME Personnel report from a Primary Report Writer. They provide feedback, suggestions, and edits to the Primary Report Writer prior to CME Personnel Committee meeting for that round.

An example of an Excel Spreadsheet used by the CME Personnel Committee to keep assignments, timelines, and tasks organized has been provided (see [Appendix 2, College Personnel Committee \(CPC\) Review Calendar](#)). Department names were listed for each faculty under review. CME Personnel Committee members' names and assignments were listed in the green columns.

Reports

The reports written by the CME Personnel Committee are all Performance Reports and the following are included in it:

1. Span of the review period
2. Vote taken (Yes, No, Abstentions) and recorded in the report
3. Rating of Superior, Effective, Adequate, or Inadequate is provided for Instruction, Professional Growth and Achievement, and Other Contributions to the University and Community

The final digital copies of the reports are given to the CME Office staff person who works with the CME Personnel Committee for final printing and distribution. **Any drafts of the reports in hard copy are collected at the meetings and shredded.**

Any emailed copies of the reports among CME Personnel Committee members should be promptly deleted.