UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2006/2007
RESOLUTION 36-21

Clarification of DPC/PPC committee composition requirements and voting guidelines
(Faculty Personnel Policies)

WHEREAS, the Faculty Personnel Policies require that a student should be a member of personnel policy committees at the program/department and college levels;

WHEREAS, the Personnel Policies Committee is concerned about the ethical considerations of requiring students to participate in this process at the program or department level;

WHEREAS, the Faculty Personnel Policies does not specify that spouses, partners, household or family members should not vote or deliberate on the case of his/her spouse, partner or family member;

WHEREAS, the Personnel Policies Committee believes that it is unethical for a spouse or partner of a candidate for reappointment, tenure or promotion to deliberate or vote on the case of his/her spouse or partner;

THEREFORE BE IT RESOLVED that the Campus Senate of the University of Illinois at Springfield approves the following changes to Article 2, Section 1, 3 of the Faculty Personnel Policies.

ARTICLE 2

UNIFORM PERSONNEL COMMITTEE OPERATING AND ELECTION PROCEDURES

Section 1. Operating Procedures
The operating procedures presented below are to guide the development of all personnel recommendations by all Department or Program or other equivalent unit (hereinafter referred to as Department or Program), College, and Campus level Personnel Committees, with the exception of the Campus Sabbatical and Awards Committee in its deliberations on sabbatical leaves and campus level awards. The personnel committees provided for in this Policy are advisory committees without authority to bind the Campus. All reviews shall occur according to the Campus Academic Personnel Calendar prepared by the Campus Administration in consultation with the Chair of the Campus Senate. The Campus Academic Personnel Calendar shall be distributed to all faculty members between April 1 and May 1 of the preceding academic year.

A. All Committee deliberations relating to a faculty member’s performance shall be based solely upon applicable criteria set forth in this Policy and documentation contained in the Personnel File and/or Portfolio. In all personnel matters, with the exception of sabbaticals, merit and campus level awards, personnel committee members must read the candidate’s Personnel File.

B. Deliberations and voting by all personnel committee members shall be conducted only when a majority of all voting members of the Committee is present. Candidates for reappointment, promotion, or tenure shall not deliberate and/or vote on their own cases. Spouses, domestic partners, household or family members of candidates for reappointment, promotion or tenure shall not deliberate and/or vote on the case of their spouse, partner, household or family member. If a committee fails to act within the time-frame or deadline established by the Campus Academic Personnel Calendar, the Committee’s right to consider the case(s) is waived to the next level. Non-tenured faculty members who resign, are not reappointed or are denied tenure shall not serve on personnel committees or participate in personnel processes. All discussion and documentation considered in the personnel process shall be held in strict confidence.
Confidentiality does not prevent a personnel committee from clarifying its recommendation at the request of the candidate.

C. In order to vote on a candidate’s case, a committee member must have read the candidate’s personnel file and must have participated in the substantive discussion of the case.

D. All votes taken shall be by secret ballot.

E. All recommendations shall be based upon a majority of members present and eligible to vote.

F. Committee recommendations shall be set forth in writing and signed by the chairperson of the Committee. This written recommendation shall include a discussion of the application of the criteria to the candidate’s performance based on the materials in the personnel file. It shall also include a listing of all committee members present at the time of the vote, a record of the number of positive votes, negative votes, and the number of abstentions the faculty member received in the Committee’s final vote in regard to the personnel recommendation. Any use by a Committee of data prepared by the Campus such as Department or Program, College, or campus teaching averages shall be documented in the committee’s letter of recommendation.

G. Any procedures used by the Committees in addition to the procedures in this Article, must be adopted in writing each year and placed on file with the Campus Senate Office and the Vice Chancellor for Academic Affairs before deliberations begin and then cannot be changed after the deliberations have commenced.

H. Those committees which make final recommendations must notify the Campus community of those faculty members recommended for promotion, tenure, and sabbaticals. The Chancellor shall notify the Campus of those faculty members recommended for tenure, promotion, and sabbatical. The Vice Chancellor for Academic Affairs shall notify the Campus community of the faculty members who are reappointed.
I. All negative personnel decisions by the Campus shall be communicated in writing to the faculty member’s residence by certified mail, return receipt requested.

Section 2. Consultation

In the event the Vice Chancellor for Academic Affairs disagrees with the recommendations made by the Campus level committees which recommend to the VCAA, and prior to the VCAA submitting her/his recommendation to the chancellor, the VCAA shall meet with the appropriate Committee to discuss and review their differences.

Section 3. Election Procedures

Under Article 5 (Reappointment), Article 6 (Promotion), Article 7 (Tenure), and Article 8 (Sabbatical Leave and Awards) personnel decisions which require review by various levels of committees and administration are provided for. The composition of each of the personnel committees and the procedures to be used in the election of faculty members and students to the different committees--Department or Program Personnel Committees (DPC or PPC), College Level Personnel Committees (CLPC), the Campus Promotions Committee (CPC), the Tenure Review Committee (TRC), and the Campus Sabbatical and Awards Committee (CSAC)-- are as follows:

A. Committee Composition

1. Department or Program Committees:

   Each Department or Program or equivalent unit shall establish itself as a Department or Program Personnel Committee (DPC or PPC) subject to the provisions of Article 2, section 1B. Program bylaws shall specify faculty privileges provided to members of the academic staff who have the rank or title of professor, associate professor, assistant professor, instructor, or lecturer whose rank is modified by "research", "clinical", "emeritus" or "visiting".

2. College Personnel Committees:
The College Level Personnel Committee (CLPC) shall be elected in accordance with the by-laws of the College and may include one (1) student according to the College by-laws who shall be elected for a one (1) year term by and from students serving on Department or Program Committees within the College.

3. The Campus Promotions Committee:
The Campus Promotions Committee (CPC) will consist of six (6) tenured faculty members, with one (1) elected by each College and two (2) elected at large, for staggered three (3) year terms, and one (1) student, elected by the Student Government Association (SGA), with the Vice Chancellor for Academic Affairs as an ex-officio, non-voting member. No more than one (1) faculty member may be from the same program.

4. The Tenure Review Committee:
The Tenure Review Committee (TRC) shall consist of seven (7) tenured faculty members elected at large by campus-wide vote of faculty members for staggered three (3) year terms, one (1) student elected by the Student Government Association (SGA), and the Vice Chancellor for Academic Affairs as an ex-officio, non-voting member. No more than two (2) faculty members may be from the same College. No more than one (1) faculty member may be from the same program.

5. The Campus Sabbatical and Awards Committee:
The Campus Sabbatical and Awards Committee (CSAC) shall be established to review and evaluate sabbatical proposals and campus level award nominations. An additional pool of faculty shall be established as potential members of Post Tenure Review Committees.
The CSAC shall consist of one (1) tenured faculty member elected from each College, one (1) student elected by the Student Government Association (SGA),
and the Vice Chancellor for Academic Affairs as an ex-officio, non-voting member. The faculty members will serve staggered two (2) year terms and the student will serve a one (1) year term.

As needed, the Vice Chancellor for Academic Affairs and the Chair of the Campus Senate shall appoint for a term of two years, a pool of tenured faculty as potential members of Post Tenure Review Committees.

For the purpose of deciding appeals, three faculty members of the CSAC, including at least one elected member, shall serve as a hearing panel.

6. Faculty may not serve on both College Level Personnel Committee (CLPC) and the Tenure Review Committee (TRC) or Campus Promotions Committee (CPC) at the same time.

B. Election and Nomination Procedures

Each College Dean has responsibility for overseeing the nomination and conducting the election processes for the respective Department or Program and College level committee elections. All elections will be conducted in accordance with the Campus Academic Personnel Calendar and by the use of on-campus, inter-office mail. The ballots will be accompanied by return envelopes which assure that the vote can be authenticated and that the ballot shall remain anonymous.

Procedures for the election of faculty members and students, if allowed, to College level personnel committees shall be as follows:

1. College Level Personnel Committees:
   a. Faculty members

      Those faculty members who intend to apply for consideration for promotion in rank, tenure or reappointment are not eligible to serve on a CLPC.
The appropriate Dean will inquire in writing of each faculty member, her/his willingness to serve on the CLPC. Also at this time, the appropriate Dean shall inquire of each faculty member, her/his willingness to serve on the Tenure Review Committee, the Campus Promotions Committee, and the Campus Sabbatical and Awards Committee. Once the established deadline for submission of names is reached, the Dean shall screen the names of those willing to serve on one of the three campus level committees to ensure that all limitations for committee service are met. (For example, election to the TRC is only possible for tenured faculty members).

In addition, for faculty members whose names are submitted as nominations for possible service, the Dean shall check with each person nominated to ensure that she/he is willing to serve. This screening will be observed by a Senator elected from that College designated by the Chair of the Campus Senate. The names of those identified as willing to serve on one of the Campus level committees will be forwarded to the VCAA.

The names of those willing to serve on the CLPC will be positioned on a ballot in alphabetical order. The ballot will be mailed within the College with return envelopes which ensure that the vote can be authenticated and the voter’s name kept anonymous. This balloting will be conducted by the Dean and observed by the designated Senator.

The ballots will be opened and counted by the Dean with the designated Senator present to observe the counting. The Dean shall take the five (5) persons receiving the highest number of votes, while meeting the provision limitations of no more than one (1) person from a given
Program or equivalent unit, as those elected to the CLPC. All ties in voting will be resolved by chance where the winner is selected by a drawing in the presence of the designated faculty member and where the individuals tied in votes have been notified and may attend the drawing, if they so desire.

b. Students (if allowed by College Bylaws)

The Dean shall poll the student members of the various Departments or Programs or equivalent units within her/his College and identify the candidate(s) for service on the CLPC. Once done, a ballot with names of the candidate(s) will be distributed to the student Department or Program representatives. The Dean is responsible for ensuring that the ballots are all collected and tallied in accordance with the election schedule. The student receiving the most votes from among the votes cast will serve as the CLPC student member.

Following the faculty and student elections the Dean shall forward a list of names to the VCAA of all members of the CLPC.

2. Campus Level Committees

The Vice Chancellor for Academic Affairs has responsibility for overseeing the nomination and conducting the election processes for the Campus level committees. All elections will be conducted in accordance with the Campus Academic Personnel Calendar and by the use of on-campus, inter-office mail. The ballots will be accompanied by return envelopes which ensure that the vote can be authenticated and the ballot shall remain anonymous.

Once the list of faculty members willing to serve on the three campus level committees is received by the Vice Chancellor for Academic Affairs, ballots will be prepared. A member of the Steering Committee of the Campus Senate,
designated by the Chair of the Campus Senate, will be present to review the names of faculty members nominated as the names are placed on the ballot and to observe the process as the ballots are opened and counted.

The election of members to each of the three campus level committees will be conducted on the same master ballot. The ballot will identify the committee for which the election is being conducted, the candidates for each committee and the number of years (term) for which the persons being elected will serve. Provision for write-in candidates will also be provided for each committee listed on the ballot. In the case of the TRC, the seven (7) faculty members receiving the most votes, individually, will be those elected to serve, provided, however, that no more than two (2) are elected from each College. Similarly, for the CPC, the four (4) faculty members receiving the most votes in their respective Colleges and the two (2) receiving the most at large votes will be elected to serve.

The CSAC membership will be determined by taking the four (4) faculty members receiving the most votes in their respective Colleges.

Once all elections are completed, and those chosen to serve identified, the VCAA will notify the campus in writing of the new committee membership. The notification will specify that the election was administered under the terms and provisions of this Policy.

a. Filling Vacancies

From time to time, personnel committee members may resign their positions on the committee before their specified term of service ends. Should the vacancy be created at a time during a term which would allow little or no time for a replacement to be elected through the normal processes of nomination and election, the committee on which the
vacancy occurs shall appoint a faculty member to the committee for the balance of that academic year.

Notice of the vacancy must be sent to all appropriate faculty members before the appointment. The faculty member appointed must qualify for the position being filled. For example, if the position vacated is one in which the person represented a particular College, the replacement must also represent that College. Once appointed, the committee shall inform the faculty in writing of the appointment.

The time allowed for both the nomination and election processes will be decided after a review of the appropriate dates by which the committee in question must conclude its recommendations according to the Campus Academic Personnel Calendar.

All notices and ballots will specify the committee for which the nominations are sought or elections conducted, the position which is being filled, e.g., an at large position or one to be filled by a representative of a particular College, and the time remaining to be served on the committee by the member being nominated and elected.