UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2012/2013
RESOLUTION 42-14

Clarification of Personnel Committee Operating Procedures

WHEREAS, Article 2, Section 1(B) and (C) of the UIS Faculty Personnel Policies dictates the procedures to be followed in the constitution of personnel committees and who may deliberate and vote on candidates under review;

WHEREAS, the policy does not specify the circumstances under which a personnel committee member may recuse him or herself or abstain from the vote;

THEREFORE, BE IT RESOLVED THAT the University of Illinois at Springfield Campus Senate approve the following changes to Article 2, Section 1(C) of the UIS Faculty Personnel Policies.

ARTICLE 2

UNIFORM PERSONNEL COMMITTEE OPERATING AND ELECTION PROCEDURES

Section 1. Operating Procedures

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 entire substantive discussion of the case. The circumstances under which a committee member may not deliberate and/or vote on the case are as follows: 1) Disqualification due to absence, wherein the member has not been present for the full discussion of the case, and is therefore prohibited from participating in the vote; 2) Recusal, wherein the member believes they s/he cannot adequately, appropriately, or fairly consider the case at hand, and therefore recuses her/himself from the process of deliberation and voting; 3) Abstention, wherein a committee member who participates in the deliberations chooses not to cast a vote. A committee member should inform the committee chair if they s/he falls within either of the first two categories above.