Additions are **bolded, underlined and italicized**

Second Reading
Campus Senate Meeting
October 26, 2012

UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2012/13
RESOLUTION 42-6

Clarification of Personnel Operating Procedures

WHEREAS, Article 2, Section 1 of the Faculty Personnel Policies specifies the procedures involved in electing the members of College Personnel Committees;

WHEREAS, no provision is made regarding whether non-tenure track faculty may serve on College Personnel Committees;

WHEREAS, Colleges should have the flexibility to determine the ability of non-tenure track Faculty to serve on the Personnel Committee;

THEREFORE, BE IT RESOLVED THAT the University of Illinois at Springfield Campus Senate approve the following changes to Article 2, Section 1(B) of the UIS 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 other equivalent unit (hereinafter referred to as Department), 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. **Membership on Department or College Personnel Committees is limited to tenured or tenure track faculty unless Department or College by-laws explicitly grant membership rights to specific categories of non-tenure track faculty.** 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.