Additions are **bolded, underlined and italicized**

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As Approved by
Campus Senate Meeting
April 20, 2012

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UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2011/2012
RESOLUTION 41-18

Clarification of Personnel Committee Election Procedures

WHEREAS, Article 2, Section 3(A)(2) of the UIS Faculty Personnel Policies provides Colleges with discretion in determining the election procedures for College Level Personnel Committee membership via College by-laws;

WHEREAS, Article 3, Section (B)(1)(a) dictates specific procedures for the election of College Level Personnel Committee Members, which may be inconsistent with College by-laws and does not reflect current practice at UIS;

WHEREAS, it is appropriate for each College to have the ability to determine its own election procedures for the College Level Personnel Committee;

THEREFORE, BE IT RESOLVED THAT the University of Illinois at Springfield Campus Senate approve the following changes to Article 2, Section 3(B)(1)(a) of the UIS *Faculty Personnel Policies*.

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ARTICLE 2

UNIFORM PERSONNEL COMMITTEE OPERATING AND ELECTION PROCEDURES
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 Personnel Committees (DPC), 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

2. College Personnel Committees:

   The College Level Personnel Committee (CLPC) shall be elected in accordance with the by-laws of the College consistent with Part B(1) below, 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 Committees within the College.

B. Nomination and Election Procedures

1. Nomination Procedures

   The appropriate Dean will inquire in writing of each faculty member, her/his willingness to serve on College Level and Campus Personnel Committees, including the Tenure Review Committee, Campus Promotions Committee, and the Campus Sabbatical and Awards Committee. The Dean shall check with each faculty nominated to ensure that she/he is willing to serve. Once the established deadline for submission of names is reached, the Dean and a Campus Senator elected from that College as designated by the Chair of the Campus Senate shall screen the names of those willing
to serve on the College or Campus level Personnel committees to ensure that all limitations for committee service are satisfied. (For example, election to the TRC is only possible for tenured faculty members). This screening will be observed by the Senator from that College designated by the Chair of the Campus Senate. The names of those identified as willing and eligible to serve on one of the Campus committees will be forwarded to the VCAA.

4.2 College Level Personnel Committees—Elections:

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 Personnel Committee during the academic year in which they intend to apply. In accordance with University of Illinois Statutes, Article II, Section 3, voting on Personnel Committee membership is limited to tenured or tenure track faculty unless College By-Laws grant voting privileges to other specified faculty. In the absence of addition to College by-laws addressing the election of College Level Personnel Committees, the following procedures shall apply. 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.

**Whether conducted by paper or electronically,** the names of those willing to serve on the CLPC will be positioned on a ballot in alphabetical order. The ballot will be mailed distributed within the College with return envelopes which in a manner that ensures 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 votes shall be opened and counted by the Dean with the designated Senator present to observe the counting. The Dean shall take the The CLPC shall consist of five (5) faculty. In addition, when the CLPC takes up the case of non-tenure track faculty, Colleges may elect an additional special representative non-tenure track faculty to review, deliberate, and vote on those cases only. College by-laws may allocate representation by department or other sub-groups across the College. Taking into account College by-laws provisions specifying representation across sub-groups, the five (5) persons receiving the highest number of votes shall be elected to the CLPC, provided that
while meeting the provision limitations of no more than one (1) person from a given Department or equivalent unit may serve 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 Senator and where the individuals nominees tied in votes have been notified and may attend the drawing, if they so desire.