PPBC – 02/17/2022

**Roll Call**

PPBC members present: David Rider, John Misasi, Brian Hutchinson, Bob Mitchell, Amy Anderson, John Gilbertson, Andrew Boudreaux, Dietmar Schwarz, Qiang Hao

PPBC members absent:

PPBC advisors: Jackie Caplan-Auerbach, Brad Johnson

Student Senator advisors present: Miriam Gold

Student Senator advisors absent: Justin McGlone

Personnel Committee Members present: John Lund, Jim Vyvyan, Sandra Schulze, Michael Tsikerdekis, Andrew Berget

**Discussion Topics**

Personnel/PPBC Meeting

* Annual joint meeting to discuss how reviews are proceeding, challenges with reviews, and recommendation
* Professional leave applications
  + Would like more clarity from applicants on time requests (more justification of time requested)
  + Discussed mechanism for feedback from Personnel Committee to faculty
    - PPBC was informed that applicants may request to see the recommendation letter(s) for their application for professional leave
    - Not a formal feedback mechanism, this is so process can be kept confidential due to competitive nature
    - If faculty get professional leave time request reduced or turned down, there isn’t detailed feedback from Provost office as to what would improve the application
    - Large number of applications leads to additional time commitment with writing detailed feedback
      * Personnel does create detailed notes and ranking, but these kept confidential
      * Old process used a PDF template with character limits, new process uses Intefolio which has no limits and makes reading/evaluating a more lengthy time commitment
  + Ranking process
    - Ranking is done in terms or “strongly support”, “support”, “do not support” the leave request
* Tenure and Promotion
  + COPEPs have improved in clarity across all departments
  + Departments have improved in following their COPEPs
  + External letters in some COPEPs
    - Some issues with having enough letters according to the COPEP (3 req. but only 2 provided)
    - Is this the Chair’s responsibility? Candidates? More clarity in COPEP could help
  + Reflection statements lengths
    - Some can be long, but sometimes it is needed
    - Should there be a page limit?
    - Providing a “suggested length” in COPEP?
    - Can examples be provided?
      * Providing examples would need to meet the requirements of the CBA
      * Work with departments to provide more guidance on reflections?
  + Recusal of committee faculty member from same department as candidate
    - In compliance
  + DEI statements are being included and are improving
* Dean to meet with Personnel to discuss COPEP and CBA changes

Minutes Approval

* February 2, 2022
  + ENGR COPEP Addendum was approved by email vote
* Motion to approve 2/2/2022
* Unanimously approved

CSE Modality Guidance Template

* Template to guide constructing policy and metrics for approval of course modalities
* Colleges need to create these guidelines
  + This template will be used by ACC to draft a document that CSE uses
  + PPBC will need to review
  + Departments will need to have a document that provides guidance that meets CSE guidelines
* Work on this is on-going

**Next Meeting**

Mar 3, 2022 8:30 am