

Modification of College-Wide Personnel Committee (CPC)

Agreement as to Modification of College-Wide Personnel Committee (CPC) Procedures

(June 8, 2000)

- 1 . Timing: For the Fall Cycle: Evaluation files should be closed one week earlier in the Fall to give the CPC more time to review the files. For the Spring Cycle, the file closing should be pushed back one week to give eligible candidates time to receive letters of recommendation from faculty.
2. CPC Committee Elections: To ensure full committee in light of CPC member's resignation, an alternate for each division should be elected in each CPC election. This coming year and every year thereafter the person receiving the second highest number of votes shall be designated as the alternate to the person elected, to serve the remainder of the term in the event the person elected resigns or is otherwise unable to serve.
3. A valid election requires that ballots be cast by at least 67% of the eligible faculty.
4. Personnel Files: Each faculty member applying for reappointment, promotion and tenure should receive written notification before the file closes that they can access their personnel file that is kept by the College in Human Resources.
5. New Faculty: Except in those programs where there are fewer than three tenured faculty members, the untenured faculty members of that program will not write peer letters.
6. First year faculty: First year faculty should be informed that a program letter, updated vita and the first semester teaching evaluation results constitute a complete reappointment file; however, those wishing to submit a self-evaluation shall be permitted to do so.
7. Non-standard roles: If a faculty member was hired to perform a certain responsibility other than teaching, then that faculty member's job description should be in that faculty member's evaluation file. The CPC will not evaluate the non-standard component.

(Signatures on Next Page signed by Michael McGarvey, Former Union President, Ralph Bean, Chief Negotiator, Richard Hale, Chief Negotiator, and President Vera King Farris)
