

SMC ACADEMIC SENATE JOINT PERSONNEL POLICIES COMMITTEE MINUTES
Tuesday, March 28, 2017, 2:30pm – 4:00pm, Library 275

1. Call to Order, 2:35pm

In Attendance:

Dana Nasser
Sherri Lee-Lewis
Patricia Burson
Mitch Heskell
Tracey Ellis
Nate Donahue
Marina Parise
Lisa Maier

Absent:

Moya Mazarow

Guest:

Katie Colimitras

2. Public Comments

None

3. Announcements

None

4. Motion to approve minutes: Nate

Second: Mitch

Vote: Aye: 8 – Dana, Sherri, Patricia, Mitch, Tracey, Nate, Lisa and Marina

No: 0

Abstain: 0

5. AR 3215 – Sabbaticals

Committee reviewed text and made a couple of minor changes.

Vote to send back to full Senate for 2nd read (with changes)

Motion: Mitch

Second: Nate

Vote: Aye: 8 – Dana, Sherri, Patricia, Mitch, Tracey, Nate, Lisa and Marina

No: 0

Abstain: 0

6. AR 3211.1 – Procedure for Hiring Full-Time Faculty

How do we address the issue with the letters of reference? There is still resistance to reducing the number of required letters to 1 or zero. It is not feasible to do them at the time of committee interview. Due to system limitations they would need to be uploaded manually by HR. Can they be submitted prior to applications being completed by the applicant? No. The

letters are not confidential until the applications are locked. One possible solution is to make the due date to applicants sooner than the reference writer. For example, if the recruitment has a close date of 2/15, make the deadline for applicants 2/1 and the deadline for reference letters 2/15. The People Admin program SMC uses is several versions old. Would upgrading solve the problem? Unknown. Sherri will do some research.

Apart from the system related concerns, there is also concern about the validity/confidentiality of the letters (i.e. written on letterhead, includes signature, proper e-mail addresses, etc). Right now it is up to the search committees during screening to determine whether or not to accept.

Per Peter Morse, the language in the new FA contract reads Faculty Chair and does not distinguish between Department Chair and Faculty Leader. The committee can now finalize the changes to the language in the AR to mirror the references in the FA contract.

Vote to make changes to AR to align titles with FA contract language.

Motion: Patricia

Second: Marina

Vote: Aye: 8 – Dana, Sherri, Patricia, Mitch, Tracey, Nate, Lisa and Marina

No: 0

Abstain: 0

7. AR 3211.3 – Department Chair Elections – Tenure and Selection
Will bring back to next meeting for committee review.

8. Meeting adjourned at 3:55pm

Motion: Sherri

Second: Lisa

Vote: Aye: 8 – Dana, Sherri, Patricia, Mitch, Tracey, Nate, Lisa and Marina

No: 0

Abstain: 0