

To: Susan Griffin
From: Brian Leung
Subject: Personnel Committee 2010-201
Date: August 17, 2010

The Personnel Committee (Anderson, Horner, Jaffe, Leung [chair], Ridley) had an interesting year. In Fall '10, we forwarded our recommendations for one pre-tenure case, one tenure case, and one full professor case. In Spring '11 we completed the annual Merit Review process for all department faculty who produce Merit Review files. In addition, we completed three Merit Reviews for IESL instructors.

In regard to the IESL instructors, this was the second year the committee was directed to review their merit files. Last year the committee primarily adopted the assessment of Anne Griner, director of the IESL program. This year, however, the committee followed procedure and evaluated the files as we would any department instructor. The committee agreed that this process isn't as fair to the IESL instructors as it might be, and we encouraged both Susan Ryan and Anne Griner to pursue a review process that can properly review the efforts of these instructors.

The committee noted a disparity between how the department has traditionally treated reviews and how the college treats reviews (Research/Scholarship vs. Service). Responses to our queries to the college confirmed the disparity and at the same time failed to resolve the conflicting views. No action was taken on the issue as we expect further clarification from the college.

"The Box," as it has come to be known, an unwieldy mess of Personnel Documents going back nearly decade, has been organized. There is utility in the contents, but there was a great deal of duplication, and I thought future Personnel Committee Chairs might find these even more useful if they were organized by year and by type. The committee also has a flash drive which backs up our work. This year, for example, the office staff was unable to forward copies of last year's Merit Review letters. Had we had our own files backed up this wouldn't have been an issue.

Finally, I fielded a majority of the questions regarding the new online evaluation system and presented answers at a department meeting. Of direct consequence, the committee agreed that it would differentiate the evaluation scores pre and post online process given that the college acknowledges the scores are going to be lower.

New in the upcoming academic year will be mandatory review of positions like the Axton Fellows. The committee will seek clarification on this point. The committee will continue a discussion about how faculty might better present their files (and file memos) to the Personnel Committee.