

UNIVERSITY REVIEW COMMITTEE  
Thursday, December 4, 2014  
3 p.m., Hovey 209

MINUTES

Members present: Phil Chidester, Angela Bonnell, Diane Dean, Doris Houston (via telephone), Sheryl Jenkins, David Rubin, Sam Catanzaro (non-voting)

Members not present: Rick Boser, Joe Goodman, Bill O'Donnell (attended and then excused himself)

Others present: Bruce Stoffel (recorder)

I. Call to order

Chairperson Sheryl Jenkins called the meeting to order at 3 p.m.

II. Approval of minutes from the November 20, 2014 meeting

Diane Dean moved, Angela Bonnell seconded approval of minutes from the November 20, 2014 meeting as distributed prior to the meeting. The motion carried.

III. Policy review

Action item: Policy 3.1.29

Sam Catanzaro reported that he has consulted Human Resources and Legal Counsel regarding changes he has proposed to Policy 3.1.29. He said that if URC has any changes to his redraft of the policy, he will consult Human Resources and Legal Counsel about them and then send the revised policy to the Academic Senate Executive Committee. Catanzaro said he will keep URC informed of changes as they are made.

Dean said the revised policy follows state laws and guidelines and is cleaner in terms of its content. Houston agreed, noting that the revised policy is much clearer. Houston reported a typographical error in the list headed "Documents exempt from examination include..." ("realte" should be "relate").

Dean moved, Bonnell seconded approval of Policy 3.1.29 as revised by Catanzaro with correction of the typographical error (see attached). The motion carried.

Action item: Policy 3.3.2

Catanzaro reported having revised Policy 3.3.2 (attached) and having consulted Human Resources and Legal Counsel regarding his proposed changes. Jenkins said the policy is much clearer now that ambiguous language has been deleted.

Phil Chidester moved, David Rubin seconded approval of Policy 3.3.2 as revised by Catanzaro (see attached). The motion carried.

## IV. ASPT Policies review

Revised Appendix 2 introduction

The committee reviewed the introduction to Appendix 2 of the ASPT policies as re-drafted by Chidester and subsequently revised by URC at its last meeting. Chidester expressed his satisfaction with changes recommended by URC.

Catanzaro rechecked the reference to Section VI.B in the revised draft and suggested that reference to some other section of ASPT policies would be more appropriate. After discussing several options, the committee agreed to change the reference from VI.B to V.B.1.

It was the consensus of the committee to include this re-draft (see attached) with the ASPT policy recommendations it sends to the Faculty Caucus.

Update on subgroup assignments

Houston asked if feedback from subgroups regarding their assigned sections of ASPT policies should identify issues warranting discussion by URC or if subgroups should also make recommendations to URC for changes to the policies. Jenkins replied that subgroups can do both. She said that subgroups are welcome to contact her to discuss issues but do not have to do so.

Chidester and Jenkins suggested that URC not meet again until the end of the second or third week of spring semester classes to give subgroups sufficient time to review their sections. Bruce Stoffel will contact committee members to arrange a URC meeting for the week of January 26, 2015.

## V. New business

Request for ASPT interpretation (re Milner Library)

Bonnell provided background regarding the memorandum sent to Catanzaro by her, Jean MacDonald, and Vanette Schwartz of Milner Library faculty requesting an interpretation by URC of a new faculty evaluation policy recently communicated at a Milner Library faculty meeting (see attached). The new policy provides for solicitation by associate deans of anonymous feedback from faculty and staff regarding tenure-line faculty who serve as administrative coordinators. Bonnell reported that Human Resources has been consulted regarding the policy and has approved its use. Bonnell noted, however, that sections V.C.2.d and XIV.A.1 of ASPT policies prohibit use of anonymous feedback other than student reactions to teaching performance. Bonnell expressed concern that administrative coordinators would not be allowed to review the anonymous comments. The comments would instead be reviewed and used exclusively by the associate deans.

Catanzaro explained that it is in the purview of URC to respond to the request from the Milner Library faculty members, as one role of URC is to interpret ASPT policies.

Catanzaro asked Bonnell if the administrative functions that would be evaluated using anonymous surveys are evaluated as service contributions. Bonnell responded that the administrative functions are evaluated in the category of librarianship, which is analogous to the teaching category recognized by most academic units on campus.

Catanzaro said that while it is good for the library to encourage feedback from persons with whom the administrative coordinators work, ASPT policies are clear that use of anonymous feedback of this type in evaluation of tenure-line faculty members is not allowed.

Chidester noted that faculty members in his unit have been asked to anonymously evaluate the chairperson. Use of anonymous feedback in that manner has seemingly been deemed acceptable, he added. Catanzaro explained that department chairpersons and school directors can be evaluated anonymously because they are not subject to ASPT policies. They are instead evaluated as administrative/professional employees.

Catanzaro asked Bonnell if current Milner Library ASPT policies allow someone to submit anonymous feedback regarding administrative coordinators. Bonnell responded that current Milner policies do not allow such anonymous feedback. If someone wants to offer such feedback, she or he would need to sign it. Chidester asked if anonymous feedback regarding administrative coordinators has been solicited at Milner Library in the past. Bonnell responded that it has not. Chidester said that if a policy providing for anonymous feedback is not now in Milner Library DFSC policies, Milner cannot implement the proposed policy.

Dean stated that, on its surface, the proposed policy violates ASPT policies. Allowing Milner Library to solicit anonymous feedback regarding faculty members serving as administrative coordinators would be analogous to asking faculty members to evaluate her work on a committee. She said that if there is no provision in Milner DFSC policies for such feedback, then it is a violation of ASPT policies even if the intent is good.

Bonnell asked if the library may assign responsibility for reviewing anonymous feedback to one person. She said that she is used to having committees review feedback instead. Catanzaro responded that review of feedback by one person is allowed.

Catanzaro suggested that if there is interest among Milner Library faculty in incorporating feedback regarding administrative coordination into the faculty evaluation process, library faculty might take more time to figure out how to do so. The question before the committee at this time is whether the method that has been proposed at Milner Library is consistent with current university ASPT policies.

Catanzaro stated that Bonnell will need to recuse herself from committee deliberation regarding this matter. He asked if a quorum will be present if Bonnell were to do so. Jenkins responded that there would be a quorum and, consequently, action may be taken by the committee.

*[Bonnell left the meeting.]*

It was the consensus of the committee that the proposal by Milner Library to solicit anonymous feedback from faculty and staff regarding tenure-line administrative coordinators and to use said feedback in the faculty evaluation process violates university ASPT policies.

Catanzaro suggested that Jenkins send a letter to the Milner Library faculty members who requested the URC interpretation to inform them of URC consensus in this matter. He added that the letter could include suggestions for how Milner Library might implement a process for including feedback in its evaluation of administrative coordinators. Catanzaro said that the situation might provide Milner Library an opportunity to reflect on the role of its administrative coordinators and how they fit into the larger personnel structure.

*[Bonnell returned to the meeting.]*

Other

Houston asked if URC is scheduled to discuss the provision in current ASPT policies for an equity review. Houston reported that she has talked with Academic Senate Chairperson Susan Kalter about this issue and has also attempted to obtain information related to the issue from Shane McCreery of the Office of Equal Opportunity, Ethics, and Access. Dean noted that the committee decided at its last meeting to have the appropriate subgroup review this matter and report back to the full committee in January. Dean noted that Houston is a member of that subgroup. Houston asked how her subgroup can obtain information needed to investigate the equity review issue, such as how the university defines an equity review and where requests for equity reviews originate. Catanzaro responded that subgroup members can contact him for assistance.

VI. Adjournment

Dean moved, Rubin seconded that the meeting be adjourned. The meeting adjourned at 4:04 p.m.

Respectfully submitted,  
Diane Dean, Secretary  
Bruce Stoffel, Recorder

Attachments:

- Policy 3.1.29: Right of Access to Personnel Files (as recommended by the University Review Committee, 12-4-14)
- Policy 3.3.2: Faculty Hiring Procedure (as recommended by the University Review Committee, 12-4-14)
- Introduction to Appendix 2 of ASPT Policies (as recommended by the University Review Committee, 12-4-14)
- Memorandum dated 11-26-14 from Angela Bonnell, Jean MacDonald, and Vanette Schwartz, Milner Library Faculty Council members, to Dr. Sam Catanzaro, Assistant Vice President for Academic Administration, re Milner Library request for University Review Committee interpretation

## 3.1.29 Right of Access to Personnel Files

Initiating body: State of Illinois

Contact: Associate Vice President of Human Resources (309-438-8311)

Revised on:

### Policy

The University shall maintain a complete official personnel file for each employee. These will be retained in the Office of the Human Resources. Related files for faculty are kept in the offices of the Provost, the College, and the Department/School. The files shall contain only official communications directly related to employment and work performance. Anonymous communications shall not be included in this file, with the single exception of anonymous comments from student evaluations of courses in the case of faculty.

### Access to Personnel Files

Illinois State University shall provide an employee the opportunity to view the file within seven working days following receipt of a written request. If the University can reasonably show that such a deadline cannot be met, the University shall have an additional seven days to comply. Employees should contact the Office of Human Resources for access to their personnel files. Academic employees also shall have access to related files at the Department/School, College, and Provost offices.

Access to files shall be allowed only in the presence of an authorized office employee during regular office hours. Under no circumstance shall an individual have the right to remove the file from the office. After viewing, an employee may obtain copies of the information or documents in the personnel records at his/her own cost. Upon written request, employees have an unqualified right to examine all written materials which are considered in:

1. determining that individual's qualifications for employment,
2. making recommendations regarding appointment or nonreappointment, promotion, tenure,
3. performance-evaluated salary recommendations,
4. discharge/dismissal or other disciplinary action.

Documents **exempt** from examination include:

1. letters of reference,
2. portions of test documents,
3. materials used for management planning where the materials relate to or affect more than one employee,

4. records relevant to pending litigation,
5. transcripts, if so indicated by granting institutions,
6. placement papers if right to access has been waived,
7. information of a personal nature about a person other than the employee inspecting a file,
8. external peer-review documents, including letters of reference and external letters for promotion and tenure unless the writer waives confidentiality.
9. any records alleging or investigating criminal activity or security records regarding possible criminal activity, unless and until such records are the basis for an adverse personnel action.

Employees shall be notified at the earliest possible time if his/her personnel files are subpoenaed in accordance with the law.

## **Disputed Records**

If an employee disagrees with any information contained in the personnel file, removal or correction of that information may be mutually agreed upon by the employee and the University. If an agreement cannot be reached, the employee may submit a written statement explaining his/her position and the University is required to attach the statement to the disputed portion of the personnel record. The employee's statement must be included whenever the disputed portion is released to a third party as required by law; this does not imply the employer's consent or agreement with the counter-statement.

## **Basis of Policy**

Personnel Record Review Act, 820 ILCS 40, et seq.

## 3.3.2 Faculty Hiring Procedure

Initiating body: Vice President and Provost, Office of Human Resources

Contact: Assistant Vice President for Academic Administration (309-438-70181)

Revised on:

### Policy

The term 'Faculty' refers to any ranked or unranked appointment for the purpose of Instruction, Organized Research or Public Service in one of the academic (credit hour producing) departments and related areas. There are three types of Faculty appointment:

1. Tenured/Tenure-Track
2. Non-Tenure Track
3. Terminal

Appointment to either of the first two types depends on the allocation of the position. The third appointment type, Terminal, is reserved for faculty previously tenure-track who have been advised that they are in their last year of University employment. Faculty on a terminal appointment are not entitled to the privileges of a probationary-tenure appointment and are not considered in the ASPT process.

Included in Faculty are tenured/tenure-track and non-tenure-track faculty in Milner Library, University College non-tenure-track faculty, and individuals teaching for academic credit overseas.

A Faculty appointment may carry an administrative title, reflective of the position, in addition to the academic rank.

Sample faculty appointment letters for tenure-track positions are found at the [Provost's Office](#) website. Paperwork required for Faculty hiring or administrative titles can be found on the [Office of Human Resources](#) website. Questions concerning Faculty hiring may be directed to the Office of Human Resources at 438-8311.

## **APPENDIX 2**

### **University Guidelines and Criteria for Faculty Evaluation**

Faculty effort and activity are evaluated in three areas: teaching, scholarly and creative productivity, and service. Because these areas are mutually supportive, the activities undertaken in one area may at times overlap another. Despite this interdependence, each area has its own definition, its own activities, and its own guidelines and criteria for evaluation. The activities referred to in this section are illustrative rather than prescriptive. Departmental/school guidelines for evaluating teaching, scholarly and creative productivity, and service must be consistent with University guidelines. Departments/schools are expected to adapt these guidelines to their own unique situations as outlined in Section V.B.1 of the Faculty Appointment, Salary, Promotion and Tenure Policies. Departments/schools must consider a demonstration of quality of accomplishment and a standard of excellence as they select specific guidelines and criteria for evaluation.



**The following attachment has been redacted from the version of this document posted on the University Review Committee Minutes website.**

Memorandum dated 11-26-14 from Angela Bonnell, Jean MacDonald, and Vanette Schwartz, Milner Library Faculty Council members, to Dr. Sam Catanzaro, Assistant Vice President for Academic Administration, re Milner Library request for University Review Committee interpretation