

Personnel Committee Report

January 28, 2011

1. Committee

Mary Bianchi
Dave Campbell
Allan Fulton (secretary)
Pam Geisel
Janine Hasey (chair elect)
Gerald Higginbotham
Marilyn Johns
Steven Koike (chair)
David Shaw
Dorothy Smith (past chair)
Scott Stoddard

2. Summary statement

The Personnel Committee was pleased to play a role in the significant changes to the merit and promotion policies and procedures. While PC does not make policy, we appreciated Administration's willingness to consider and adopt some of our recommendations (as presented in the June 28 memo). The PC chair thanks his committee for great support and hard work this past year. Chair Koike especially thanks Kim Rodrigues for working closely with and assisting the PC.

3. Activities

September 7: Conference call for the following: new member orientation, re-emphasis on confidentiality of activities, assembling of sub-committees for training sessions, discussions on PR format, PR examples, and E-book.

September 21 and 22: Assist APU/Kim Rodrigues with annual evaluation training (via Adobe Connect).

October 25 and 28: Host PR training with APU/Kim Rodrigues (via Adobe Connect).

November 15: Select ad hoc committees and chairs (via Adobe Connect). List of recommended committees was submitted to Kim Rodrigues. The number of ad hoc committees was reduced as per request by Administration.

November 19: Final review of ad hoc committees and chairs with Kim Rodrigues.

December 9: Writing workshop for lower rank academics. Conducted by Shelley Murdock and Marilyn Johns. PC thanks Shelley Murdock for helping out.

January 4: Training workshop for FT step V to VI hosted by Kim Rodrigues and Steve Koike (via Adobe Connect).

January 18: Training session for ad hoc chairs. Hosted by Dorothy Smith and Janine Hasey along with Kim Rodrigues (held on same day as PRC training by Kim).

4. Remaining tasks for fiscal year 2010-2011

April 7: PC to review ad hoc reports (will be a face-to-face meeting).

Date not scheduled: End of cycle meeting (introduce new chair person and new members, establish any new agenda items for the year). Last year's meeting was held on June 18, 2010.

5. Comments from the chair:

A. I had a very good committee this year. However, I do not believe it is essential to have this large a committee in the future. Perhaps 6 to 8 dedicated committee members would be enough, especially given the smaller number of ANR academics statewide.

B. I would like to see PC continue to push for additional changes in PR documents. Some possibilities: eliminate the required annotation in bibliographies; provide suggestions for the full title retrospective required for the FT V to FT VI step (perhaps suggest 3-page maximum for the retrospective, then 6-page maximum for immediate period under review, though academics can choose to integrate the two components if they wish); in the narrative summary section, move the professional competence and service narratives to the top of the respective supporting lists sections).

C. I would like to see the PC continue to take an active role in improving the E-book document and assisting the APU.

D. A priority for the next committee and chair-elect will be to collect additional PR examples for posting on the ANR website. This year we did not have very many to offer due to the changes in PR format (examples were submitted by S. Koike, and a few others were obtained by a PC subcommittee led by M. Bianchi).

Report submitted by: Steven T. Koike

Attachments: June 28 memo, September 7 minutes