Personnel Committee Minutes 9/23/20

**Members Present** **Members Absent**

Pete Bagley Bryan Asusta

Jessica Johnson Gary Chidester

Thomas Bruns Steven Scilacci

Brandy Nielsen

George Kleeb

Milinda Wasala

Jennifer Stieger

Xunming Du

Pat Anderson

Stephanie Davis

Justine Stout

* Requests for faculty in-service training for hiring procedures, training from HR for the personnel committee, and an FAQ guide for hiring were made. HR will be contacted to discuss the possibilities of these.
* A request for better advertisement of open positions was made, both internally and externally.
* A question of how to handle incomplete candidate applications was made. The committee agreed that it would save a lot of people’s time if the candidates a hiring committee received were already vetted and reviewed for completeness (i.e. cover letter, resume, transcripts, etc.).
* The committee decided to split some members into 2 subcommittees to tackle reviewing and updating the tenure and hiring policies. Pat, Du, Thomas and Jennifer will be working on the hiring committee. Pete, Milinda, George, and Brandy will be working on the tenure policy. Copies of both policies were sent out to members to get started.
* The chair committed to reaching out to HR regarding the above requests, as well as sending out email reminders for tenure, emeritus, and sabbatical applications.