

Personnel Committee

Meeting Minutes

Thursday, Oct. 24, 2024

11 a.m. GTA 124 and via Zoom

Members present: Jennifer Stieger (chair), Erica Salazar, Jason Brick, Xunming Du, Mardell Dorsa, Mike McGhee, Amber Cannon, Arysta Sweat, Christopher Salute

Members absent: George Kleeb, Jessica Johnson, Shirley Muir, Tim Beasley

Important dates:

- Sabbatical Application Packet due to Personnel Committee Chair. **The committee will extend the due date for Sabbatical Applications until Nov. 30.**
- Faculty Senate: Nov. 15

Items discussed:

- Meeting called to order at 11:03 a.m.
- Jennifer provided updates regarding search committee selection.
- The committee discussed the need for training for personnel members. Jennifer will continue to follow up with HR regarding dates for training.
- The committee discussed the process in which hiring managers and search committee chairs are assigned.
- The committee reviewed its current charges and made suggestions for revisions. The committee agreed the language should clarify how frequently committee members will receive training.
- The committee discussed offering training for search committee members during the in-service week.
- The committee reviewed tenure track full-time and part-time teaching evaluation forms. Du said there is currently no teaching observation form for reviewing tenured faculty. However, the committee believes this task may be better suited for an ad hoc or other committee. It was suggested that a faculty senate committee be reinstated to review forms. Jennifer will follow-up with the faculty senate chair.
- The committee briefly discussed its role regarding mentorship. Further discussion is needed.
- The meeting was adjourned at 11:46 a.m.