

1973

January 22, 1973

Faculty Senate

Follow this and additional works at: https://thekeep.eiu.edu/facsen_mins

Recommended Citation

Faculty Senate, "January 22, 1973" (1973). *Minutes*. 523.
https://thekeep.eiu.edu/facsen_mins/523

This Article is brought to you for free and open access by the Faculty Senate at The Keep. It has been accepted for inclusion in Minutes by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.

E A S T E R N I L L I N O I S U N I V E R S I T Y

FACULTY SENATE

Minutes of January 22, 1973

MEMBERS PRESENT: Doughty, Elliott, Katsimpalis, Downs, Smith, Wiseman, Maurer, Whalin, Knott, Johnson, Trank, MacLaren, Owens, Shuff, Lenihan

STUDENT VISITORS: Tom Davenport, Allen Grosboll

FACULTY VISITORS: A. Blankenbaker

The minutes of January 15, 1973 were approved with the following correction. Under Committee Reports, the Election Committee should have been the Nominations Committee.

COMMITTEE REPORTS

1. Council of Faculties. G. Rommel was present to discuss the third draft (November 16, 1972) of the Board of Governors' Non-Civil Service Personnel Evaluations Policy. Rommel indicated that there was opposition to the evaluation system; however, Lenihan indicated that opposition is a lost cause. He indicated that the Board of Governors is mainly concerned with getting a system-wide evaluation policy. Other discussion centered around the absence of guidelines for determining performance ratings. There was also concern that "Average Performance" is actually an inferior rating. Discussion resulted in the following motion to request faculty comment. Comments should be sent to the Secretary.

A motion was made by Smith, seconded by Downs, to publish and ask for Faculty comments on the Evaluation statement. (See Appendix A). The motion passed unanimously.

2. Lenihan reported on the Board of Governors meeting. He stated that Western Illinois University was opposed to the Personnel Evaluations draft. Lenihan also reported that the Council of Faculties adopted the Senate's statement on Lincoln State University as its own statement. The Council of Faculties also requested the Board of Governors to make proper distribution of the statement. The Board of Governors refused to finance the distribution. (See Vol. 1 - 27).
3. Lenihan reported that he had one Faculty response on the Senate's position that Faculty members be notified of any change made on the individual's evaluation.
4. Smith reported on the proposed Student Bill of Rights. It was decided that this item should be discussed under Old Business.
5. The Ad Hoc Committee on Restructuring University Councils indicated that they were not ready to present their report.

A motion was made by Elliott, seconded by Downs, to table the report until 29 January. The motion passed with 11 yes, 1 abstention.

COMMUNICATIONS

1. Student Senate minutes of 16 January 1973.
2. Minutes of the Men's Athletic Board.

3. Memorandum from G. Rommel requesting a Faculty meeting on the third draft of the Personnel Evaluation Policy.

A motion was made by Maurer, seconded by Johnson, to have the Chairman select a date for a Faculty meeting to discuss the third draft of the Personnel Evaluations Policy. The motion passed with 8 yes, 4 abstentions.

4. Memorandum from G. Rommel requesting a Senate discussion of the Personnel Policy draft and requesting a general Faculty meeting with subsequent voting on the policy. The request was tabled until a later meeting.
5. Minutes of the Budget Committee meeting of 17 January 1973.

OLD BUSINESS

Smith reported on the Ad Hoc Committee's study of the Student Bill of Rights. After considerable discussion on what action the Senate should take on objections to the document, it was decided to postpone further action until 29 January 1973.

NEW BUSINESS

Examination schedule for Spring quarter, 1973.

A motion was made by Johnson, seconded by Elliott, that the Calendar Committee discuss the Spring Calendar with Dean Taber. The motion passed with 10 yes, 1 abstention.

The meeting adjourned at 13:50.

The next meeting will be held on January 29, 1973 at 12:00.

AGENDA

1. By-Laws, January 29, 1973
2. Reapportionment of University Councils, January 29, 1973
3. Student Bill of Rights, January 29, 1973
4. Textbook Rental Plan, February 5, 1973
5. Criteria for Distinguished Faculty Award, February 5, 1973

Robert C. Wiseman
Secretary

Appendix A

Third Draft (November 16, 1972
BG Non-Civil Service
Personnel Evaluations Policy
(Proposed in lieu of V-10)

It is the intent of the Board of Governors of State Colleges and Universities that systematic personnel evaluation procedures be developed and maintained.

The objectives of such procedures shall be:

- a. To assist all individuals employed at Board of Governors institutions in realizing their greatest professional and career potential.
- b. To relate all personnel decisions directly to the needs, goals and objectives of the system and the several institutions;
- c. To maximize the objectivity of evaluation and subsequent personnel decisions; and
- d. To provide the best and most consistent possible information and documentation to those making personnel decisions at all levels.

Toward the end of policy explication to achieve the stated objectives, the Board hereby sets forth a procedural outline, which shall be implemented in a manner consistent with other approved policies of the Board. This evaluation shall be all inclusive for every member of the staff, faculty and administration not under civil service regulations.

The procedure begins with objective analysis of a complete vita and interview analysis resulting in initial employment.

As near as possible before the beginning of each academic year (September 1), there shall be developed a set of specific written performance objectives and responsibilities and/or a definitive annotated job description for each individual covered by these procedural guidelines.

The initial responsibility for the development of the details of each such document shall be jointly that of the individual involved and the appropriate unit head. The institution through its administrative officers and appropriate committees shall set forth the format and guidelines for the development of performance objective documents and shall review and approve the completed documents as submitted jointly by the unit heads and affected individuals. Specific performance objectives may be modified on a written mutual consent basis if circumstances so warrant.

Evaluation of individuals for all purposes shall be on the basis of the approved written performance objectives and responsibilities. The evaluation process shall be conducted according to procedures as set forth elsewhere in Board policy.

In addition to the final annual evaluation process, which shall be according to time parameters set forth elsewhere in Board policy, there shall be at least one interim evaluation completed not later than four months after the beginning of the academic year.

The results of all evaluation work shall be promptly communicated to the individual affected in as complete and helpful manner as possible. A written summary shall be a part of this communication. The complete record shall be available to the individual and to appropriate officers and committees of the institution as necessary in the course of fulfilling their responsibilities.

The responsibility for the submission of complete records and documentation on all evaluation shall be that of individuals and unit heads. Copies of all such materials shall be filed with the individuals responsible for keeping master personnel files in the institution.

Evaluation procedures shall include signed input from those in a position to have knowledge of the position involved and performance therein. Such shall include students,

peers, those in authority over the individual, those subject to his/her authority, and in some cases those in the larger institutional or general community as appropriate.

Evaluation (value judging) is and should be a consistent, cooperative and continuous process designed to assist individual growth and development in systematically improving the institutions' services. As the broader process relates to explicit matters of salary, promotion, tenure and other such personnel decisions, annual evaluation shall result in ratings as determined by the Board. For the present, subject to change as experience and the Board determine, the following shall obtain.

- (1) Outstanding Performance - extra merit salary increase level as determined annually by the Board of Governors, plus first priority consideration for promotion and initial tenure status if eligible for such consideration according to other Board policies.
- (2) Superior Performance - merit salary increase level as determined annually by the Board of Governors; generally eligible for promotion and initial tenure status.
- (3) Average Performance - salary increase only on a cost of living or annual basic increment basis as determined annually by the Board of Governors; not generally eligible for promotion or initial tenure status; retention optional if not tenured on basis of need for the position.
- (4) Low Average Performance
- (5) Unsatisfactory Performance - no salary increase or eligibility for promotion if tenured; termination if not tenured.