



FACULTY POLICY COMMITTEE

MINUTES OF MEETING: February 12, 2009

PRESENT: J. Faust, A. Gopalakrishnan, K. King, T. Larkin, N. McQueen, G. Peterson,
K. Ryan, S. Stretch-Stephenson, S. Ulanoff

EXCUSED: L. Graziano, C. McIntosh, J. Ruiz

Chair, S. Ulanoff, called the meeting to order.

1. Announcements
None.

2. Intent to Raise Questions
A question concerning the hiring of temporary faculty (in particular, the development of temporary faculty applicant pools) was raised of the Faculty Policy Committee. The question and answer follow.

Question:

If a department has an announcement posted for temporary faculty positions, but is not actually hiring anyone at the moment, how should applications be handled? Should the lecturer appointments committee screen applications now? And if so, do all members of the committee have to screen all applications?

Answer:

If the department is soliciting applications, they should be screened as they come in, and each applicant should receive acknowledgment from the department that the application was received. If some of the applicants are determined to *not* meet the minimal qualifications for the position(s) advertised, they should receive notice to this effect. Those applicants that meet the minimal qualifications should be added to the department's lecturer faculty applicant pool, and receive notice that they have been added to that pool and that their application will remain in that pool and be considered for available work for the next [one, two, or three] years. The files of applicants who do not meet expectations must be put aside and saved for three years after receipt, after which time they may be destroyed (assuming that there is no pending action involving any of the applicants in this group).

Who screens applications will depend on who in the department has responsibility/authority to hire temporary faculty members, according to the department's appointments policies (as articulated in the department's ARTP document). If the department has a temporary faculty appointments committee, then the members of this committee must screen the applications and all members of the committee should

evaluate all applications. If the department chair is the hiring authority, he or she should screen the applications as they come in, and sort them according to the directions above.

A department should advertise open positions only when they have available work over and above the department's current obligations to entitled temporary faculty members, unstaffed courses that no current temporary faculty member is qualified to teach, or an applicant pool that is insufficient for the department's ongoing hiring needs. Once available work is covered or a sufficiently deep applicant pool is acquired, the position announcement(s) should be removed from all websites on which posted.

3. Approval of Agenda

It was m/s/p to approve the agenda as written.

4. Approval of the Minutes

It was m/s/p to approve the minutes as written.

5. Report from Executive Committee Liaison

N. McQueen reported.

6. Faculty Policy Committee Documents on the Floor of the Academic Senate

None.

7. Intellectual Property (FPC 05-9)

Item tabled until next meeting.

8. RTP Document (FPC 08-1)

The committee reviewed and discussed the draft RTP document. Discussion will continue at the next meeting.

9. Adjournment

It was m/s/p to adjourn at 1:20 p.m.