# CLAS Personnel Committee Annual Report 2013-2014

14 March 2014

### Activity this year

The CPC’s primary task is to evaluate faculty members’ applications for contract renewal, tenure, and promotion, and to recommend to the Dean an appropriate action for each.

In 2013-2014 the CPC reviewed 24 applications for contract renewal, 25 for tenure and/or promotion to Associate Professor, and 27 for promotion to Full Professor, for a total of 76.

The Faculty Handbook indicates that “the Committee will normally be expected to accept the recommendation of the unit.” Over the past five years the “agreement rate” has been above 90%; so far this year that rate has been about 96%.

### New this year

The CPC is revising the “Recommendations for Dossiers” document on the CLAS website. The new version of the document will be available by the end of April. It includes more detailed guidelines regarding content and organization of dossiers at all levels. Candidates at all levels are encouraged to consult the new document early in the process of developing their personnel dossiers, and are encouraged to contact the CPC if any of the recommendations in the document are unclear.

### Desiderata

The CPC prefers not to set personnel policy, an activity it regards as outside its charge. However, in cases where policies are nonexistent or unclear, the CPC effectively does effect policy with its recommendations whether it wants to or not. We have identified a set of situations where explicit university and college policies are lacking. Written guidance, either in the form of explicit discussion in unit criteria or formal recommendations from university governance, would be welcome.

1. Candidates applying for early tenure or promotion must, by university policy, exceed expectation in all categories of evaluation (i.e., teaching, scholarly and creative activity, service). Where unit criteria do not explicitly provide definitions of “exceptional” activity in all three areas, the CPC is forced to rely upon its own definitions. We would welcome discipline-specific guidance in this area, either in unit criteria or in Unit Recommendation Reports.
2. We encourage units to clearly explain any differences in unit evaluation criteria for tenure and for promotion to Associate Professor, if the unit does not regard these actions as linked.
3. It is not always clear to what extent work done before a candidate arrives at GVSU may be used to satisfy requirements for scholarship and professional service. This policy lacuna is especially challenging when evaluating candidates who arrive with credit on the tenure clock. Should a candidate who was granted credit toward tenure be permitted to use work done prior to arrival to argue that scholarship and service criteria have been met? Faculty opinion varies on this point. The question also arises when a candidate completes most of the work for a project as part of a dissertation or postdoctoral work, but makes minor changes after arriving at GVSU, as part of the publication process. Again, individual faculty opinion varies, and standard practice varies across disciplines, so the question might be addressed more effectively in unit criteria than by university policy. The CPC sees a need for clear guidance for both candidates and evaluators in this area.

### Recommendations to units

Service on the CPC requires intensive work over portions of both the fall and winter semesters. Most committee members spend between 12 and 15 hours per week on CPC work from week 6 through week 11 of the winter semester, and for three to four weeks of the fall semester. We feel it is appropriate to recognize CPC members’ efforts as part or all of their “significant focus beyond baseline expectations” for the winter semester.

We continue to encourage units that have not had recent representation on the CPC to nominate candidates, as we value breadth of perspective and the opportunity to learn from all units.

### Acknowledgements

The committee members this year were:

* Donovan Anderson (MLL)
* Jason Crouthamel (HST)
* Tim Fisher (ART)
* Chris Haven (WRT)
* Steven Hecht (BMS)
* Pablo Mahave-Veglia (MUS)
* Melissa Morison (CLA, chair)
* Alex Nikitin (BIO)
* Michael Ott (SOC)
* Rick Rediske (AWRI)
* Russ Rhoads (ANT)
* Victoria Veenstra (COM)
* Peter Wampler (GEO)

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