

Bylaws and Procedures Committee

Minutes from the meeting held on 9 November 2018, 11:00-12:00 am in 2405 CL

Present: Nick Bircher (Chair), Sheila Alexander (Nursing), Ben Bratman (Law), Małgorzata [Gosia] Fort (Secretary), Steve Hirtle (Information Sciences), Thottala Jayaraman (Dental Medicine), Lenore Thomas (Studio Arts), Jahari Mercer (SGB), Jim Cassaro (Co-chair), Ryan Dunmire (University Counsel), Tom Hitter (Assistant Vice Chancellor), Frank Wilson (Senate Liaison), Lori Molinaro (Senate Office)

Unable to attend: Cecelia Yates (Nursing), Jennifer Enriquez (GPSG), Felicia Snyder (CGS), Steven Belle (GSPH), Kevin Conley (SHRS), Kurt Summersgill (Dental Medicine), Chris Bonneau (Senate President)

Meeting was called to order at 11:05 am. The minutes from June were printed and distributed, and a quorum was established.

Everyone introduced himself/herself for the benefit of the new members.

The minutes from the last meeting were approved without any corrections.

Prompted by the Chair, Nick Bircher, to know the fate of the proposed revisions to the *Guidelines for Search Committees for Senior Academic Administrators*, Tom Hitter informed the committee that he was in the process of incorporating the changes to the document and had plans to provide the updated guidelines before January.

Bircher introduced another item of old business – the request from the Community Relations Committee to ratify representatives from the Oakland Community Organizations appointed to the CRC under Article IV, Section 10 of the Bylaws. After some explanation of the issue and a brief discussion, the members reached the conclusion, that the appointment of pro-tem members who are not university faculty, student, staff or administrators is within the Bylaws. Article IV, Section 10 does not define university community, and therefore allows a wider interpretation, under which the representatives from the University of Pittsburgh Community Partners (Oakland Organizations) could be considered members of the university community at large.

Then, the Chair talked about agendas for the future meetings, which should include review of our Mission Statement, review of Bylaws and review of updates to the University Senate Administrative Handbook. He suggested reading through these documents and proactively searching for any weak points, which could be brought to our attention.

He also reiterated our commitment to follow the revisions to the *Guidelines for Search Committees for Senior Academic Administrators*. Tom Hitter updated the committee on the developments from his office, plans to create Policy Development Office and a new website where all the University policies will find home. Though the future website will have full text search capabilities, Nick Bircher provided some examples of existing policies, which would require some keywords or tags to improve searching results.

Jahari Mercer asked about the student representation on the Search Committees for Senior Academic Administrators. Lori Molinaro pointed to all places where the document mentions students, but the

issue may require some discussion among student organizations, because for some Search Committees students are selected by student organizations (search for provost, vice chancellors, ULS), for some are appointed (Dean search).

Finally, Bircher pointed to Procedure 02-02-10 (Faculty Reviews and Appeals) which may require some work since it has some procedural ambiguity in the appeal process, issues with elected versus appointed Appeal Panel member, lack of investigative standards. The example given by Lenore Thomas from her work on the Appeal Committee clearly indicates that we need better rules and guidance.

Audit of Faculty Evaluation – possible involvement of the Bylaws committee in advisory capacity to the Faculty Affairs Committee.

Next meeting will be scheduled for January, exact date TBA.

Meeting was adjourned at 12:15 pm.

Minutes submitted by Malgorzata Fort