

Bylaws and Procedures Committee

Minutes from the meeting held on 11th December 2017, 12:00-1:00 pm in 156 CL

Present: James Cassaro (chair), Nick Bircher (co-chair), Małgorzata Fort (secretary), Steve Hirtle (Information Sciences), Jay Thottala (Dental Medicine), Marina Sullivan (SGB), Ryan Dunmire (General Counsel), Mike Spring (Senate Liaison), Lori Molinaro (Senate Office)

Meeting was called to order at 12:03 pm and a quorum established.

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

Nick suggested addition to the agenda: audit procedures for faculty evaluations. It will be added to the next agenda.

Jim Cassaro (chair) welcomed Marina Sullivan, a new member of the committee representing Student Government Board (SGB).

He also reminded everyone that he would be completing his term at the end of this academic year and suggested to start thinking of a person who can chair the committee next year. Bircher and Fort are willing to continue in their present roles.

The *Guidelines for Search Committees for Senior Academic Administrators* were provided to the members to make sure that we are familiar with procedures so we can monitor whether the guidelines are followed during the search for the Provost.

Molinaro said that she got a complaint from a SOM faculty that basic sciences were left out since there is only one spot on the Search Committee for the SOM representative, and the names recommended by the Nominating Committee represent only clinicians. Spring pointed out that this complaint touched on two issues:

1. election of faculty to search committees – should there be more spots for SOM?
2. results of the Nomination Committee selection which leaves basic sciences without a chance to be on a search committee

Bircher explained the difference between clinical (with UPP contract) and basic science (without UPP contract) appointments.

Ad. 1 Spring volunteered to highlight parts of the *Guidelines* that are problematic. These troublesome spots could be discussed later on and improved in the future

Ad. 2 Spring suggested that a letter from the Senate President to the Chancellor, who will be appointing additional members to the Search Committee soon, is a good way to address the issue of basic sciences not being represented. It is a better solution than following the nomination petition prescribed by the *Guidelines*. Bircher agreed to draft the letter for President Wilson.

Agenda item 5b. *Bylaws Revision* is not an actual revision but a case of editing Article IV, sec.1c to include the new name *Faculty Affairs Committee* and to correct the existing name - Student Admissions, Aid and Affairs Committee. Molinaro will follow up on that.

Bircher discussed briefly the issue of dissemination of policies and guidelines. When new polices are created they should be discussed with faculty and readily available. That is not the case at our University. The Guidelines for Search Committees are still not listed under university policies. Molinaro will work on the latter.

Dunmire offered to bring the issue of policy dissemination and its shortcomings at the university to the attention of his colleague who was hired specially to deal with University policies.

Meeting was adjourned at 12:45 pm.

Minutes submitted by Malgorzata Fort