

Bylaws and Procedures Committee

Minutes from the meeting held on 29th of June 2017, 1:00-2:00 pm in 156 CL

Present: James Cassaro (ULS), Małgorzata Fort (HSLs), Lenore Thomas (Arts & Sciences), Peg Verrico (Pharmacy), Nicholas Bircher (Medicine), Ryan Dunmire (General Counsel), Michael Spring (Senate Liaison), Lori Molinaro (Senate Office)

Meeting was called to order at 1:05 pm.

It was ascertained that a quorum was not present, therefore the approval of the minutes would be carried out via e-mail.

Without a quorum being present, the election of officers would be also carried out via email vote.

Action: Lori Molinaro will email the members to request the vote.

James Cassaro asked that any suggestions or names of faculty willing to serve on the Bylaws & Procedures Committee, should be sent to him and Lori Molinaro. We currently have 2 vacancies.

Nick Bircher opened the discussion on schools' policies and their availability by bringing to our attention that these policies are not always made available on web as soon as they are updated. He provided examples from the School of Medicine.

Michael Spring pointed out that while Senate does not have the authority to influence individual schools, it can petition the provost to urge schools to make their policies and updates available in a timely manner.

James Cassaro noted that even when policies are available on website they are not easy to find. This remark was followed by a brief discussion of places where the policies affecting faculty and Senate can be found. The main places are:

<http://cfo.pitt.edu/policies/policies.html>

<https://provost.pitt.edu/faculty>

<http://www.univsenate.pitt.edu/policies>

Michael remarked that the Committee should pay attention especially to policies which deal with University and Senate relations.

Nick was asked to draft an audit procedure and a set of policy modifications to insure the integrity of the faculty evaluation process for consideration by the soon to be formed Faculty Affairs Committee as well as the TAFC and Bylaws and Procedures committees. The general framework and intent of this proposed mechanism is spelled out in the Provost's Memo entitled Annual Reviews of Faculty and Related Salary Decisions (Nov. 16, 2016) (<http://provost.pitt.edu/news/past-memos>)

Lori will send the committee members the Provost's Nov. 2016 letter regarding salary reductions asking them to review and plan to discuss at next meeting. She will also identify the relevant policies on the Pitt site and post them on the Senate site.

Michael pointed out that if ever we need to find a new, adequate or different from the University Times mechanism of communicating with faculty and university administration, we might be facing the need to make changes to the Bylaws.

Meeting was adjourned at 2:00 pm.

Minutes were submitted by Malgorzata Fort