Library Faculty Senate

Meeting Minutes
2009-03-10

Present:
LSEB: Lebbin (Chair), Carlson, Cartwright, Christensen, Flynn, Horie, Kellett, Rutter, Saeki
LIBRARY SENATE: Adamson, Bazzell, Chow, Clariza, Herring, Johnson, Minatodani, Mohammed, Ouchi, Paseng, Riedy, Sinclair, Sung, Suzuki, Yang, Yao

TOTAL ATTENDEES: 25
TOTAL VOTING MEMBERS: 25
NOTE: 18 voting Senate members are required for a quorum.

Convened:
10:05 pm in Hamilton Library Yap Conference Room by Lebbin (Chair).

1. Minutes of 10 February 2009 and 26 February 2009 meeting approved as amended.

2. Reports

MFS Representative

Cartwright and Rutter were elected to the Manoa Faculty Senate. Their terms begin May 1, 2009.

The budget workgroup plans to have its report soon. Meeting minutes are available from the Office of the Vice Chancellor of Administration, Finance and Operations at http://manoa.hawaii.edu/ovcafo/

UHPA Representative

There will be a collective bargaining update meeting on March 10 at 3 p.m. in Kuykendall 302. Union members can submit suggestions and comments on state budget reductions to the Senate Ways and Means Committee via the UHPA Web site.

Lebbin reported the hearing before the Hawaii Labor Relations Board on the Library reclassifying faculty positions as APT has begun.

3. Announcements

Riedy introduced two new librarians in the Asia Collection: Elena Clariza, Philippines Specialist, and Jude Yang, Korea Specialist.

4. Library Personnel Committee
LPC received and considered recommendations from Senate members and decided the following suggestions did not require changes to the LPC P&P:

- Reduce the eligibility opt-out period for LPC alternates (the current period is the same as for those who serve on the committee).
- Have the full committee conduct the 5-year review of department heads (currently the LPC chair conducts the 5-year review of department heads, a general campus-wide practice).
- Clarification of the disposition of documents submitted at the conclusion of the 5-year review (current language states that if there are no problems, documentation returns to the candidate)

LPC delivered proposed revisions and new appendices to the LPC Policies & Procedures via e-mail prior to the Senate meeting for discussion and adoption.

Proposal 1: New Section for UH Executive Policy E9.215, Tenure Upon Initial Appointment

LPC proposed adding new section II.F to the LPC Policies & Procedures:

F. Tenure Upon Initial Appointment.

Per University of Hawai‘i Board of Regents Policies, section 9-1(b)(2), "The Board may grant tenure upon initial appointment upon recommendation of the President. The Board delegates to the President granting of tenure upon initial appointment to members of the faculty and classified executives who have previously held tenure at a comparable institution. Guidelines are established in Executive Policy. (Jan. 10, 2008)"

The LPC will follow guidelines established in the latest version of University of Hawai‘i Executive Policy E9.215 – Tenure Upon Initial Appointment. A recommendation to grant/not grant tenure upon initial appointment will be made using the LPC Recommendation Form for Tenure Upon Initial Appointment of Librarian Faculty [E9.215] (see Appendix D) or LPC Recommendation Form for Tenure Upon Initial Appointment of Executive Eligible for Faculty Appointment [E9.215] (see Appendix E).

MOTION: Flynn moved to adopt the Committee’s recommended addition to the LPC’s Policies & Procedures.

Discussion ensued.

MOTION APPROVED by unanimous vote of the Senate.


LPC proposed adding the following two new appendices to the P&P:

Appendix D. LPC Recommendation Form for Tenure Upon Initial Appointment of Librarian Faculty [E9.215]

Appendix E. LPC Recommendation Form for Tenure Upon Initial Appointment of Executive Eligible for Faculty Appointment [E9.215]

MOTION: Flynn moved to adopt proposed appendices D & E.

Discussion ensued.
MOTION APPROVED by unanimous vote of the Senate.

Proposal 3: Revision 1, Five-year review, Document type and size

LPC proposed to revise sections VI.D., VI.H.1. and VI.H.2. to match the campus-level language for documentation submitted for review, and remove the recommendation for document size limit.

section VI.D.

When a Department Head is to be reviewed by the Chair of the Library Personnel Committee, he/she shall supply an up-to-date curriculum vitae, current resume, or other "academic profile" appropriate to their field of endeavor to the Chair of the Library Personnel Committee in the academic year in which the review is to be conducted. The Library Personnel Committee Chair shall not have access to the individual's personnel file without the individual's permission. When the process has concluded, the document submitted for review resume will be returned to the individual.

section VI.H.1.

The individual librarian, when notified, is responsible for providing an up-to-date curriculum vitae, current resume, or other "academic profile" appropriate to their field of endeavor to the Department Head or Chair of the Library Personnel Committee (whichever is appropriate to the circumstance), in the year in which he/she is to be reviewed. It is suggested that the document begin with the following information: the librarian's present rank, the date of initial hire, and the date of the last personnel evaluation (e.g. tenure, promotion, merit increase, faculty evaluation, etc.). It is recommended that the document not exceed two pages in length and should concentrate on summarizing the activities and accomplishments of the previous five years.

section VI.H.2.

In cases when the Chair of the Library Personnel Committee is reviewing a Department Head, he/she will be responsible for notifying that individual faculty member that he/she is due for review and the date by which an up-to-date curriculum vitae, resume, (or other appropriate document) should be submitted. The Chair of the Library Personnel Committee is responsible for reviewing the document submitted and judging whether the individual has met the criteria established by the Library Senate.

MOTION: Flynn moved to adopt proposed revisions to sections VI.D., VI.H.1. and VI.H.2.

Discussion ensued.

MOTION APPROVED by a 22-1 vote of the Senate.

Proposal 4: Five-year review, "Expectations" used for evaluation

LPC proposed to revise sections VI.H.3 and VI.H.4. so that it doesn't look like the evaluation is based only on meeting the expectations described in the Department Head Responsibilities policy.

section VI.H.3.

When the Chair of the Library Personnel Committee determines that the professional activities of the Department Head being evaluated meet the expectations established by the Library Senate, as well as the expectations described in the Library policy document adopted Feb. 4, 1997, called Department Head Administrative Responsibilities, she/he will so
inform the faculty member and the University Librarian and the review is concluded.

section VI.H.4.

When the Chair of the Library Personnel Committee determines that the professional activities of the Department Head being evaluated do not meet the expectations established by the Library Senate, or the expectations described in the Library policy document adopted Feb. 4, 1997, called Department Head Administrative Responsibilities, the Chair of the Library Personnel Committee shall specify in writing the deficiencies that have been identified. If the faculty member does not contest the Chair's assessment, the faculty member, Chair of the Library Personnel Committee, and the University Librarian shall confer to create a Professional Development Plan which addresses the deficiencies. The final plan shall be in writing and signed by the faculty member, Chair of the Library Personnel Committee, and the University Librarian.

MOTION: Flynn moved to adopt proposed revisions to sections VI.H.3 and VI.H.4

Discussion ensued.

MOTION FAILED by unanimous vote of the Senate.

5. UHM Prioritization Process

Minatodani, Library Senate representative to serve on the Interim University Librarian's advisory group for the Second Level Unit Review and Ranking in the UHM Prioritization Process, provided an update on the group's progress so far. Members of the group are reviewing the scores and narratives of several departments each to help inform IUL Mochida's recommendations to University administration on which Library programs should be targeted for growth, maintenance, reorganization, reduction or elimination.

The meeting was adjourned at 11:29 am

Next Senate meeting: April 14, 2009, at 10 am.

Submitted by Lori Ann Saeki

LIBRARY SENATE
