



GUIDELINES FOR THE
COLLEGE PERSONNEL COMMITTEE

&
PEER PERSONNEL COMMITTEE

FACULTY ASSOCIATION
SUFFOLK COMMUNITY COLLEGE

August 2006

PHILOSOPHY AND PROCEDURES OF THE COLLEGE PERSONNEL COMMITTEE

GUIDELINES FOR PEER PERSONNEL COMMITTEES

FACULTY ASSOCIATION

SUFFOLK COMMUNITY COLLEGE

Incorporating all revisions through

AUGUST 2006

Article IV, Section J, of the current Faculty Association contract states:

"Peer Personnel Committees at the Selden Campus, the Eastern Campus, and the Western Campus and a College Personnel Committee shall be established by the Association to make recommendations Unit III personnel to be considered by the Administration on matters involving hiring, promotions, dismissals and continuing appointments. All college personnel who are members of Unit III or Unit IV or members of the Administrative exempt category shall be evaluated for academic promotion by the appropriate academic peer personnel committee or, where no committee exists, by the College Personnel Committee."

In accordance with this provision in the contract, a College Personnel Committee has been established with the following guidelines and procedures:

1. **The role of the College Personnel Committee (CPC) shall be:**

- A. To act as a liaison between the individual faculty member, the Peer Personnel Committee (PPC), the appropriate administrator and the appropriate dean.
- B. To identify faculty members who are in need of assistance and make suitable recommendations.
- C. To attempt to insure that all personnel actions are fair and unbiased.
- D. To aid the faculty member, department, division, campus and college in attaining greater professional growth through an effective evaluation procedure,
- E. To recommend new policies and procedures concerning hiring, term appointments, promotions, dismissals and continuing appointments.
- F. To advise and assist faculty who are applying for promotion or who are under consideration for term or continuing appointment.
- G. To coordinate, collect, review and make recommendations on PPC operational guidelines and procedures and evaluation procedures.
- H. To implement procedures to insure that the integrity of the PPC's is maintained.
- I. To advise the President of the College on ways to avoid dismissal of faculty on continuing appointment due to financial exigency.

H. Operating Procedures for the CPC:

Each division or campus shall elect its own CPC representative. CPC representatives who have applied for promotion may excuse themselves from serving during the entire promotion cycle when they are under consideration, or may choose to participate in all deliberations except those concerning their own promotion. Division and Campus representatives to the Executive Council shall be responsible for seeing that CPC elections are conducted before the end of each spring semester for regular terms or whenever necessary to fill vacancies.

The CPC has the following responsibilities:

- A. To hold meetings as needed to develop or refine philosophy and procedures.
- B. To elect a Secretary who shall keep minutes of all meetings.
- C. To define the role, function and procedures applicable to the Division and Campus Representatives to the CPC in the carrying out of their duties.
- D. To distribute to every faculty member once each academic year the Philosophy and Procedures of the College Personnel Committee and Guidelines for Peer Personnel Committees, and to highlight changes in a written memorandum.
- E. To review and make recommendation on PPC operating guidelines and procedures and evaluation procedures before October 15 of each year.
- F. To notify individuals who, based on information received from appropriate administrators, are eligible for promotion, continuing appointment, or renewal of term appointment. (If this notification reveals any errors, it is the obligation of the individual to correct the record and take any other necessary steps.)
- G. To advise appropriate administrators of PPC and CPC recommendations.
- H. To evaluate and investigate, if necessary, discrepancies and irregularities in the promotion procedure, upon written request of a faculty member.
- I. To insure confidentiality of all CPC proceedings which deal with matters of a personal nature.
- J. In the event an investigation is conducted, to issue a final investigation report and recommendations to:
 1. The party who initiates the original complaint and any person(s) or committee(s) mentioned in the final report;
 2. Additional parties upon the approval of the Executive Council.

To maintain files of all PPC and CPC Form Cs and all investigations conducted by the CPC until the end of the promotion cycle, when such documents shall be returned to the individual involved.

L. To supervise the recall of a CPC or PPC representative(s) in accordance with the procedures for recalling a campus or divisional representative in the Faculty Association Bylaws.

III. Operating Procedures for Representatives to the CPC:

- A. To establish a good working relationship with their PPCs.
- B. To distribute personnel information to appropriate PPCs.
- C. To provide appropriate assistance to individuals and PPCs.
- D. To inform the CPC of any problem areas that are appropriate for the CPC to handle.
- E. To attend meetings of the CPC and serve in the capacities needed.
- F. To help develop and to inform the PPCs of a timetable of deadlines for each promotion cycle.
- G. To forward to the CPC Chairperson on or before October 1 the names of PPC chairpersons, elected members, and alternates (if any).
- H. To collect and forward to the CPC copies of the PPC recommendations (forms B and C or equivalents) for all candidates.
- I. To assist the chairperson of the CPC in presenting the promotional candidates in their respective divisions or campuses in a meeting with the appropriate administrator.

IV. Guidelines for PPCs:

- A. Separate PPCs should be setup at both the Eastern and Western Campuses and in each department/ area on the Selden Campus, each PPC being composed of Unit III members from the respective campus, department, or area.
- B. The members of each department/area or each campus and their elected PPCs should determine their own guidelines and procedures of evaluation. If these procedures differ from those outlined in this document, the PPC shall distribute a memo noting these differences to its constituents once each academic year.
- C. Guidelines and procedures for evaluation must be objective, professional, and unbiased to allow for the protection of both the faculty member being evaluated and the members of the PPC.
- D. All members of Unit III who are being considered for academic retention or continuing appointment should be evaluated by the appropriate PPC.
- E. All members of Unit III, Unit N and administrative exempt personnel who are being considered for academic promotion shall be evaluated by the appropriate PPC as part of the promotion process.
- F. Each PPC should also interview persons who are applying for part-time or full-time

employment on their campuses or in their departments or areas. (The PPC chairperson has the contractual right, according to Article N, Section G,2, to inspect all applications for positions in his/her department or area as maintained by the Dean of Instruction or appropriate administrator and to make recommendations for interviews.)

V. Operating Procedures for PPCs:

A. PPC representatives shall be elected by their respective campuses, departments or areas. Elections shall be conducted by secret ballot on or before October 1, and shall be supervised by the appropriate CPC representative, who shall promptly inform the CPC of any difficulties in complying with the organisational and procedural criteria set forth below.

B. The elected PPCs shall include a minimum of three Unit III members from each campus, department or area, unless the CPC is informed of and agrees to an alternative arrangement.

1. Campus Personnel Committees, if possible, should consist of at least one member from each area of instruction, including librarians and counselors.

2. Departments with less than 40 faculty members should limit the size of the PPC to three to five members plus an alternate.

C. The majority of committee members, if possible, should have tenure.

D. Although faculty who are eligible for promotion, tenure or term appointments are not prohibited from serving on PPCs, it is advised that committees consist of a majority of members not eligible for promotion, tenure, or term appointment in order to maintain the integrity of the committee.

E. Each committee should have an elected alternate to be called upon when a regular member of the committee is unavailable or being evaluated.

F. Continuity within the committee should be provided by staggering the terms of appointment of members of the committee.

G. Each committee shall elect a chairperson who shall maintain the PPC file and to whom correspondence will be directed.

H. Each committee should develop written operating guidelines and procedures. (See Section IV B, above).

VI. Evaluation Procedure for PPCs:

The evaluative procedure of the PPCs should address teaching and/or professional performance, college responsibilities, and professional growth. Individual PPCs should retain maximum flexibility in developing procedures suited to their needs and the needs of the faculty being evaluated.

B. Whenever possible, faculty should be evaluated by personnel of identical or higher rank.

C. Observations may be initiated by the faculty member or in the case of faculty and administrators being considered for promotion, may be initiated by the PPC. Form B or equivalent and Part A of Form C shall be completed by the PPC observer. Form C, parts B and C, the basis for recommendation, and the final recommendation should reflect the consensus of the entire PPC.

- D. PPCs shall make either a positive or negative recommendation on a promotion candidate. However, if a PPC is deadlocked in its decision, the PPC shall then make a recommendation in favor of the candidate.
- E. The PPC's decision to recommend or not to recommend is not to be interpreted, analyzed, or commented upon by individual committee members to the faculty at large.
- F. Voting as a means to determine the decision of promotional recommendation is to be avoided.
- G. A summary statement of specific reason(s) shall be provided by the PPC on Form C as the basis of promotional recommendation decision. In the event a faculty member is not recommended, a written statement of reasons for the PPC decision shall be given to the faculty member, except if he/she requests in writing that the reasons not be provided.
- H. The PPC chairperson shall sign all Form Cs prepared by the PPC.
- I. A copy of the PPC's recommendation (Form C) and observation report(s) (Form B) shall be sent to the elected CPC representative on or before the date determined and published by the CPC.
- J. No committee member shall participate in his/her own promotion, tenure, or term appointment recommendation.
- K. At least one representative of the PPC should be present, if possible, during observations conducted by administrators.
- L. PPC members should announce their observation visits and the method of observation at least one week in advance and should respect the faculty member's request for the particular class to be visited. However, PPCs should advise their constituents that it is preferable to schedule PPC and administrative observations concurrently.
- M. The PPC shall discuss the results of the evaluation in detail with the evaluated faculty member.
- N. Each PPC shall establish procedures to maintain the confidentiality of its files until the end of the promotion cycle, when such documents shall be returned to the individuals involved.
- O. Each PPC shall notify eligible personnel in writing of the following:
1. Any individual has the right to be evaluated by a colleague within his/her own discipline. This may be accomplished, if necessary by requesting a PPC colleague from another campus to participate in the evaluation. Such an observation shall be considered by the PPC as part of the candidate's promotional material.
 2. A faculty member being observed should be notified by the PPC chairperson of the date, time and **method of the observation** and should have **the** right to countersign the notification,
 3. Error in appointment or rank information should be reported to the CPC representative as soon as possible.
 4. All faculty who have applied for academic promotion must be evaluated. Evaluation by the

PPC is not mandatory in cases of term or continuing appointment, but is strongly recommended.

5. Faculty should check the contents of their personnel file during the evaluation process:
 - a. To verify that all information contained within the file is appropriate to the file, as outlined in Article 11, section K of the Faculty Association contract;
 - b. To update the file, if necessary;
 - c. To inform the CPC representative of any items placed in the file without the faculty member having been notified in writing;
 - d. To make a personal list of all items within the file at the time of review.

P. The faculty member shall have an opportunity to discuss the observation with the observer before the observation and/or evaluation report is written. The faculty member shall receive a copy of the observation and/or evaluation within ten (10) working days following the observation.

1. Upon receipt of the PPC's written observation and/or evaluation report, the faculty member has the right to file a written reply to any portions of the report to which he/she may take exception (see Article VII, section D of the contract).
2. The PPC shall forward its recommendations and attached observation reports and written replies to the CPC on or before the date determined and published by the CPC.
3. Faculty members are advised to take up to 48 hours to read carefully **and study any evaluation reports** before signing them and/or responding to any portion with which they disagree. Wherever a question arises concerning evaluation reports, the faculty member should promptly seek assistance from the CPC representative.
4. A candidate who objects to the PPC's evaluation procedures or to the application of the evaluation procedures by the PPC should notify the appropriate CPC representative or the CPC chairperson in writing within seven (7) working days. The written notice must state the reasons for his/her objections. Upon receipt of the written objections, the CPC chairperson shall call a meeting of the CPC to determine if the objections have merit.

Some additional observations should be made at this point. Although this evaluative process is primarily concerned with faculty members who are being considered for renewal of term appointments, continuing appointment and/or promotion, the process is open to all members of the faculty who wish to discuss their effectiveness as teachers on an annual basis. This objective often is as important to the professor as it is to the beginning instructor. In view of this, we question the desirability of disseminating a detailed or even a summary evaluation report outside the department. We look at these reports as aids for improvement of the faculty member and as supportive information if needed in counteracting an unfavorable observation report by the Department Head and/or Division Head. It is the responsibility of these latter two to make management recommendations to the Dean of Instruction. It is the responsibility of the PPC to support the faculty member should the management recommendations differ from those of the PPC. Thus, again, we suggest that all faculty members be evaluated on an annual basis, giving priority to those persons who are eligible for academic retention, promotion, and tenure.