

BYLAWS OF THE PERSONNEL POLICIES COMMITTEE

Organization

1. Membership

- a. The committee shall consist of seventeen members as follows:**
 - (1) Five faculty members elected by the Faculty Senate from its own membership.**
 - (2) Nine faculty members, two each from the College of Arts and Sciences; College of Human Development; College of Technology, Engineering, and Management; and School of Education; and one faculty member from Other elected by the faculty of their respective units.**
 - (3) One administrator appointed by the Chancellor.**
 - (4) One student member chosen by the university Student Senate.**
 - (5) One ex-officio, nonvoting member from the Office of the Provost who will act as a resource person.**
- b. All faculty members shall serve three-year staggered terms of office.**
- c. Members shall be defined as “voting members” except for the ex-officio representative from the Provost’s Office.**

2. Quorum

- a. A quorum shall consist of nine voting members.**

3. Officers

- a. Each year, at its first meeting in April, the committee shall elect a chair and a vice chair from the faculty members on the committee.**
- b. The terms of office shall begin August 15 and shall be for one-year in length with the possibility of re-election.**
- c. The general duties of the officers are outlined in Robert’s Rules of Order.**
- d. The chair is a voting member of the Faculty Senate Executive Committee and is responsible for delivering recommendations and actions of the Personnel Policies Committee to the Faculty Senate and its Executive Committee.**

4. Task Forces/Subcommittees

- a. Task forces/subcommittees, as needed, shall be appointed by the PPC Chair subject to approval by a majority vote of the members present.**
- b. The charge of each task force/subcommittee shall be determined by the chair subject to approval by a majority vote of the members present.**

Responsibilities of the Committee

- 1. The committee is accountable to the Faculty Senate.**
- 2. The committee is responsible for reviewing and making recommendations on personnel matters, including but not limited to:**
 - a. Personnel rules**
 - b. Salary guidelines**
 - c. Promotion guidelines**
 - d. Positive action guidelines**
 - e. Faculty and staff development**
 - f. Sabbatical leave guidelines**
 - g. Tenure/Post-Tenure Review**
 - h. Work related issues**
 - i. Other charges as determined by Faculty Senate or Faculty Senate Executive Committee**

Conduct of the Meetings

- 1. The chair shall develop a calendar of meetings for the semester subject to approval by a majority vote of the members present.**
- 2. Meetings shall be conducted in accordance with Robert's Rules of Order.**
- 3. Decisions and recommendations shall be made by a majority vote of the members present.**

Revisions

- 1. Recommendations for changes in the bylaws shall be distributed to the committee members at least two weeks prior to consideration by the committees.**
- 2. Recommendations to the Faculty Senate for changes in the bylaws shall be approved by eleven or more affirmative votes of the committee.**