

## VII. Administrative Faculty Personnel Committee

### ***Section 1. Organization***

The Administrative Faculty Personnel Committee shall consist of six (6) members elected by the administrative faculty of the Assembly.

### ***Section 2. Membership***

Only individuals whose primary responsibility is administrative or support may be elected to serve on this Committee. Members are elected to two-year terms. Interim vacancies shall be filled by special elections.

### ***Section 3. Duties and Responsibilities***

- a. To recommend to the Assembly such policies regarding evaluation procedures, step advancement, and merit as the Committee deems appropriate and advisable.
- b. To receive and review all recommendations for step advancement, retention, merit, and sabbatical leave for administrative faculty. The Administrative Personnel Committee shall add its own recommendations to each case and forward them on to the University President.
- c. To meet with administrative faculty members, when requested, to respond to personnel matters.
- d. To serve as an advisory committee to the President regarding personnel matters for the administrative faculty.

[Responsible for Accuracy: [Assembly Secretary](#) -- Last Verified: 5/2006]