

Annual Report  
Faculty Personnel Committee  
Academic Year 2023-2024

1. Faculty Personnel Committee
2. The faculty personnel committee acts as the appellate committee of the university faculty. To this end, the committee shall hear appeals concerning alleged arbitrary and capricious actions on the part of the administration or a department chairperson that allegedly affect the rights, privileges, continued employment, or academic freedom of a faculty member (see section 2.3) except in cases involving behavior addressed in the University's Policy on Harassment and Non-Discrimination. Appeals in any case handled pursuant to the University's Policy on Harassment and Non-Discrimination shall be handled in accordance with the procedures established in that policy. Included among its appellate duties, the committee shall hear all appeals alleging arbitrary or capricious action arising from the procedures described in section 2.2 (see section 2.2.1.6).

In addition, the personnel committee has other duties that include:

- 1) Reviewing all decisions to change the tenurability of a faculty position (see section 2.2.1.3);
- 2) Considering any move to dismiss a tenured faculty member for cause (see section 2.2.11);
- 3) Reviewing proposed appointments and making recommendations on those appointments to the administration in cases where a proposed appointment of a visiting faculty member would be for more than two consecutive years (see section 2.2.3).

The committee may also assume other duties as delegated by the Faculty Senate or requested by the administration or board of trustees. The committee is authorized to make inquiries that are necessary to carry out its duties. On the basis of the personnel committee's considerations, wherever appropriate, the committee shall derive general principles designed to enhance processes and/or outcomes within its purview and shall report these in writing to the Faculty Senate. The committee shall report to the Faculty Senate at least once a year. The minutes of the committee are sent to the Provost's Office and posted on the Lehigh University Faculty Senate website.

3. The Faculty Personnel Committee (FPC) for the Academic Year 2023-2024 consisted of the following: Robin Hojnoski (College of Education, Chair); Sterling Yan (College of Business); Shamim Pakzad (College of Engineering); Deborah Laible (College of Arts and Sciences); Albert Liu (College of Health). During the last FPC matter, Dr. Laible and Liu were replaced by Dr. Scott Gordon and Dr. Bilal Khan following procedures outlined in the Rules and Procedures of the Faculty (R&P).
4. During the Academic Year 2023-2024, the FPC committee met via zoom on an "as-needed basis", which resulted in zoom meetings on October 6<sup>th</sup>, November 16<sup>th</sup>, and February 2<sup>nd</sup>. Follow-ups to these meetings and other business were conducted via email with the exception of an in-person meeting held on March 21st to address an issue before

the FPC. During this academic year the FPC was asked to consider eight requests for extensions for Visiting Assistant Professors (VAPs) from six different departments. Requests were due to extenuating circumstances involving faculty academic leave and shortages of teaching staff to meet student need. In all cases, the FPC approved the requests for extensions due to the stated circumstances. Finally, the FPC considered an appeal case involving action taken by another university office.

5. Activities of the FPC this year raised issues that could be further discussed, if the FPC should decide to do so next year. These include evaluating the current rules and procedures on appointments for VAPs and the FPC's role in decisions and action involving faculty but not related to tenure.