

Personnel Committee

HHP PPS No. 04.04.01

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Sr. Reviewer: COE Dean

01. DEFINITIONS

The definition of the Personnel Committee (PC) and Voting Personnel Committee members is based upon AA/PPS 04.02.20.

01.01 Personnel Committee – The Department PC is made up of tenured and non-tenured faculty who are ranked at associate or higher and are paid at a rate of fifty percent or more from faculty salary dollars budgeted to the Department of Health and Human Performance (HHP).

01.02 Voting PC Members

a. hold academic rank in the Department of HHP or school at a rate of 50 percent or more and who do not hold an administrative appointment outside of the College of Education

b. have at least one year of service at Texas State since the official start date of the faculty appointment; and

c. have taught eight sections of courses at the college or university level. Faculty who meet only the first provision will serve as non-voting members of the personnel committee until they have met all three requirements.

d. review and vote on personnel only who are candidates for a rank that the voter already holds (associate professors on the PC may review and vote on candidates for the rank of associate professor but not professor; professors may review and vote on candidates for the rank of associate professor or professor. Only tenured faculty members may review and vote on tenure-line positions. Tenured faculty may review and vote for academic professional (NTL) faculty and tenure-line faculty, keeping in mind the rank parameters above.

01.03 Advisory Faculty – Faculty who do not meet the requirements to be on the PC but serve as Program Coordinators for academic programs within the Department of Health and Human Performance.

- a. Advisory Faculty serve in non-voting capacity.
- b. Advisory Faculty serving as Program Coordinators may be invited to PC meetings when faculty within their respective academic program are reviewed for re-appointment or tenure and promotion. Program Coordinators serving as Advisory Faculty may provide input regarding the faculty member's contributions to the academic program (e.g., teaching, curriculum development, mentoring students, and service).
- c. Advisory Faculty will not be present for, and do not participate in, voting for reappointment and/or promotion or tenure of candidates.

02. PURPOSE

- 02.01 The PC provides shared governance within academic departments in matters directly related to faculty evaluation, tenure, and promotion, and the development and revision of department policy and procedure statements.

03. RESPONSIBILITIES

Primary responsibilities of the Voting PC members are:

- 03.01 Thoroughly reviewing tenure track faculty members' progress in the areas of teaching, research, and service;
- 03.02 Submitting the PC annual evaluation of tenure track faculty members during the annual re-appointment process;
- 03.03 Submitting the PC evaluation of tenure track faculty members during the tenure and promotion process;
- 03.04 Thoroughly reviewing Clinical Associate/Assistant Professors' academic portfolios prior to voting on promotions to Clinical Professor/Clinical Associate Professor, respectively;
- 03.05 Thoroughly reviewing Associate/Assistant Professors of Instruction academic portfolios prior to voting on promotions to Professor/Associate Professor of Instruction, respectively;
- 03.06 Participating in the Annual Review process of HHP faculty;
- 03.07 Develop (as needed), review, and revise department policies and procedures.

03.08. Keep committee actions and deliberations on personnel matters such as annual evaluation, reappointment, tenure and promotion confidential.

04. MEETINGS

04.01 PC meetings are generally conducted in person. Members must be physically present for discussions and voting. In unusual circumstances remote participation in discussions and voting may be approved by the voting PC members, as long as provisions are made for privacy, confidentiality, and the compelling condition under which a member may be approved to participate in this manner. PC meetings conducted remotely or in person may not be video or audio recorded.

Certification Statement

This HHP PPS has been approved by the reviewers listed below and represents the HHP Department policy and procedure from the date of the document until superseded.

Voting Faculty Representative: Rachel M. Rolfe Date: 07/09/2026

Approve: MJM Date: 7.6.2026
Chair of the HHP Department

Approve: Michael P. O'Malley _____ Date: 06/26/2026
Dean, College of Education
Vice Provost for Faculty Success