

**Minutes of the Professional Standards Committee
Misner Room
October 23, 2003**

Present: W. Breitenbach, T. Cooney, W. Hands, S. Owen, J. Riegsecker, T. Rowland, K. Stirling (chair), C. Weisz

Stirling called the meeting to order at 9:50 a.m. The minutes of the October 16 meeting were approved.

Given the urgency of some of the inquiries before the committee, the discussion of the Theatre Department's evaluation guidelines was deferred until next week.

In response to an inquiry, the Committee discussed whether days in the summer count toward the limit of 30 working days for notification of a grievance. After discussion, it was moved, seconded, and passed that the 30-day limit does not include summer, although timely notification is encouraged so that a respondent is aware of a grievance. The Committee is concerned about the lengthy delay of notice due to the summer break and will take up this issue for discussion at a later time.

The committee then discussed another question regarding the appeal process submitted to Stirling by a faculty member and agreed that Stirling could provide informal guidance in response to the question.

The meeting was adjourned at 10:32 a.m. The next meeting will be held in the Misner Room on Thursday, October 30, at 9:30 a.m.

Respectfully submitted,
Carolyn Weisz