University of North Dakota
Promotion, Tenure, and Evaluation Working Group

Agenda
January 29, 2016
9:00 – 10:00 AM | Twamley 305

1. Welcome & Approval of Minutes

2. Updates [standing item: informational]
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
   b. Communications

3. Taking stock: where are we at?
   a. Where are we at now?
   b. What do we need to accomplish this semester?
   c. Timeline and steps
      i. Faculty Handbook – drafting
      ii. Listening sessions/focus groups?
      iii. University Senate
         1. SEC
         2. Full Senate

4. Proposed Faculty Handbook outline
   I. Philosophy statement for promotion & tenure
   II. Academic appointments, ranks, and responsibilities for faculty
   III. Hiring & onboarding (letter, contract, credit for past experience)
   IV. Annual evaluation, merit review
   V. P&T process (criteria, time in rank, review process, external reviews, dossier format, supporting elements)
   VI. Guidelines on teaching, scholarship, service, other
   VII. Procedures (roles & responsibilities of candidate, chair, committees)
   VIII. Post-tenure review
   IX. Mentoring, professional development, mid-career opportunities
   X. Sanctions, terminations, grievances

5. Peer institution examples of Faculty Handbook-type policies & procedures
   ✓ Purdue
   ✓ Wyoming
   ✓ North Carolina