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

Minutes  
October 20, 2015  
2:00 – 3:00 PM | Twamley 404  

A meeting of the Promotion, Tenure, and Evaluation Working Group was held on October 20, 2015 in Twamley Hall, Room 404. Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Will Gosnold, Gwen Halaas, Darlene Hanson, Sima Noghanian, Mike Poellot, Kathryn Rand, Debbie Storrs, Chih Ming Tan, and Anne Walker.

1. Welcome & Approval of Minutes  
a. The October 9, 2015 minutes were approved.

2. Updates [standing item: informational]  
a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group  
   i. Essential Elements: Debbie Storrs reported that the College of Arts & Sciences established an earlier deadline for departments to implement the Essential Elements into departmental guidelines for PTE. The Deans do not plan to do a collective review of all departmental guidelines.

   b. Communications

3. Reports on summer background work leading to reworked Faculty Handbook  
   [informational, discussion]  
a. Hearing from  
   i. Develop standard hiring letter, contract template: Gwen, Kathryn, Will  
      1. This subgroup developed a draft probationary (tenure-eligible) appointment letter for employment. The group met with John Miller to discuss the letter and he had a template for tenure track letters.
      2. The draft template provides consistency and includes necessary elements while still allowing specific college/school and department information to be tailored.
      3. The Working Group reviewed the draft document and provided feedback.
   
   ii. Dossier format and template: Diane, Kim, Anne, and Sima  
      1. This subgroup developed a draft dossier format and template which included information about the elements that should go forward for review, portfolio of supporting elements, the annual PTE process, and important caveats to discuss as a Working Group.
      2. The Working Group reviewed the document and provided feedback.
b. Already reported
   i. Academic titles, ranks, and responsibilities for faculty: Chih Ming, Darlene, Debbie, and Will
   ii. Procedures – roles and responsibilities of candidate, chair, committees, and what happens if tenure/promotion are denied: Margi, Kathryn, and Sean
   iii. Developing a philosophy or mission statement for promotion and tenure: Birgit, Gwen, and Mike

4. Basic plan for AY 2015-16 work
   a. Blackboard site for Working Group
   b. Framework for Faculty Handbook revision

5. Next Meeting
   a. Friday, November 6, 9:00 – 10:00 AM