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

Minutes  
October 9, 2015  
9:00 – 10:00 AM | Twamley 404

A meeting of the Promotion, Tenure, and Evaluation Working Group was held on October 9, 2015 in Twamley Hall, Room 404. Steve Light and Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Darlene Hanson, Margaret Healy, Sima Noghanian, Mike Poellot, Kathryn Rand, Chih Ming Tan, Sean Valentine, and Anne Walker.

1. Welcome & Approval of Minutes  
   a. Members of the Working Group introduced themselves. Emily Cherry, Associate Professor in Theatre Arts, is now an Arts & Sciences representative as Kim Fink is currently on developmental leave.  
   b. The September 22 meeting minutes were approved.

2. Updates [standing item: informational]  
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group  
      i. Steve Light has offered to meet with each college/school to discuss the initiatives.  
      ii. Each member of the PTE WG is an ambassador and should share updates with their areas.  
   b. Communications  
      i. A communication plan is developed to keep the campus community engaged and informed about the Working Group’s progress.

3. Communication plan [discussion]  
   a. Webpage  
      i. Information about the initiative including meeting updates, agendas, and minutes can be found on the Provost’s Office webpage.  
   b. University Letter updates  
      i. Meeting updates will be posted in the University Letter following each Working Group meeting.  
   c. Emails to deans & chairs  
      i. Steve and Ryan will send occasional initiative updates to deans and department chairs.  
   d. University Senate third, fourth, or fifth Thursdays  
      i. Senate leadership is working to find times for the Group to talk with the campus.
e. Open forums [discuss]
   i. Timing, format, and topics
      1. The Working Group discussed possible topics and a forum schedule.
      2. Each Group member is encouraged to gather feedback and answer questions in their college/school.

4. 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. Will report at the October 20 meeting
      ii. Dossier format and template: Diane, Kim, Anne, and Sima
         1. Will report at the October 20 meeting.
      iii. Developing a philosophy or mission statement for promotion and tenure: Birgit, Gwen, and Mike
         1. The subgroup provided the Working Group with a working draft of a philosophy statement.
         2. The Group spent time revising the working draft and discussed elements that should be included in the philosophy statement.
   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

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

6. Next Meeting
   a. Tuesday, October 20, 2:00 – 3:00 PM