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

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

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. 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
      ii. Dossier format and template: Diane, Kim, Anne, and Sima
   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