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

Agenda
October 9, 2015
9:00 – 10:00 AM | 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. Communication plan [discussion]
   a. Webpage
   b. University Letter updates
   c. Emails to deans & chairs
   d. University Senate third, fourth, or fifth Thursdays
   e. Open forums [discuss]
      i. Timing, format, and topics

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
      ii. Dossier format and template: Diane, Kim, Anne, and Sima
      iii. Developing a philosophy or mission statement for promotion and tenure: Birgit, Gwen, and Mike
   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