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. Next steps
   a. Moving forward with the proposed *Faculty Handbook* outline
   b. Subgroups

4. Next meeting
   a. Friday, February 26, 9:00 – 10:00 AM in Twamley 305
I. Philosophy statement for promotion, tenure, and evaluation [subgroup, done]

The recruitment, advancement and retention of an eminent and engaged faculty are among the most important obligations of a flagship research university. To support its mission, the University of North Dakota will recruit, cultivate and reward faculty for superior accomplishments in various fields and realms of intellectual, professional, artistic and performative endeavor. The quality and strength of an academic institution depends on all members of the faculty and the diversity of that faculty as it contributes to each school or college’s mission. Each faculty member has a responsibility to strive for excellence in research and scholarship, teaching, and service, and to develop professionally with support, guidance and mentoring from the university/college or school/department. Processes must therefore be in place for promotion, tenure, and evaluation of faculty that reflect high standards of performance; provide thoughtful, accurate, and thorough guidance; and are fair, equitable, and transparent. The University endeavors to create an environment that fosters faculty success alongside the expectation of significant achievement.

II. Academic appointments, roles, and responsibilities [Chih Ming, Darlene, Debbie, Will]

A. Professor  
B. Associate Professor  
C. Assistant Professor  
D. Special appointments  
Incorporate by reference SBHE policy

III. Hiring & onboarding [Kathryn]

A. Contracts  
B. Tenure credit for past experience  
C. Onboarding

IV. Annual Review [Diane, Emily, Anne, Sima and/or other subgroup?]

a. Workload/effort – general expectations, determination  
b. Tenure plan/professional development plan  
c. Annual review process  
d. Merit review process  
e. Performance improvement plans  
f. Review following developmental leave

V. Promotion and Tenure

D. Time in rank  
E. Review process [Sean, Margi, Kathryn]  
F. External reviews [Sean, Margi, Kathryn]  
G. Stopping the clock  
H. Third-year review of probationary faculty
VI. Expectations in rank [Chih Ming, Darlene, Debbie, Will]
   a. Teaching
   b. Research, Scholarly, and Creative Activity
   c. Service
   d. Professionalism and collegiality
   e. Administration/university leadership roles
   f. Other

VII. Promotion and Tenure Procedures [Sean, Margi, Kathryn; Diane, Emily, Anne, Sima]
   a. Alignment with annual review and merit process (restatement to see Section IV)
   b. Initiation of promotion and/or tenure
   c. Responsibilities of candidate [Diane, Emily, Anne, Sima]
      i. Dossier format
      ii. Supporting documents
   d. Department
   e. College/School
   f. Committees and voting
   g. VPAA
   h. President
   i. SBHE (tenure)

VIII. Post-tenure review [Short, drafted by Ryan & Steve]
   A. Annual review requirement (see Section IV)
   B. Performance expectations commensurate with rank
   C. Performance improvement plans
   D. Review following developmental leave

IX. Mentoring, professional development, mid-career opportunities [new subgroup]

X. Sanctions, terminations, grievances [policies are in place]