A meeting of the Promotion, Tenure, and Evaluation Working Group was held on January 29, 2016 in Twamley Hall, Room 305. Steve Light and Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Will Gosnold, Darlene Hanson, Sima Noghanian, Mike Peollot, Kathryn Rand, Debbie Storrs, Chih Ming Tan, Sean Valentine, and Anne Walker.

1. Welcome & Approval of Minutes
   a. The meeting minutes from December 18, 2015 were approved.

2. Updates [standing item: informational]
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
      i. Updates on the status of the three initiatives were given at University Senate and the Deans Forum
   b. Communications
      i. We will be looking for ways to get faculty input through listening sessions or focus groups

3. Taking stock: where are we at?
   a. Where are we at now?
      i. The Working Group discussed the progress that has been made coming into the Spring 2016 semester
   b. What do we need to accomplish this semester?
      i. The proposed Faculty Handbook outline below will be used moving forward. The Working Group hopes to have a draft of the Faculty Handbook completed by the end of the semester
   c. Timeline and steps
      i. Faculty Handbook – drafting
         1. Ryan and Steve will reevaluate the size and charge of each subgroup
      ii. Listening sessions/focus groups?
         1. Listening sessions and focus groups could be held this semester to get faculty input. Each listening session could have a specific topic such as external reviews, post-tenure review, or mentoring
      iii. University Senate
         1. SEC
         2. Full Senate
4. Proposed Faculty Handbook outline
   a. The Working Group discussed the proposed *Faculty Handbook* outline below. The outline was created through input from the Working Group and handbook formats at peer institutions. This is a collapsed outline.
   b. Overall, the Working Group agreed that the proposed outline is appropriate. The Working Group will work with this outline for the time being.
   c. Aspects to be incorporated into the *Handbook* were discussed.

   I. Philosophy statement for promotion & tenure
   II. Academic appointments, ranks, and responsibilities for faculty
   III. Hiring & onboarding (letter, contract, credit for past experience)
   IV. Annual evaluation, merit review
   V. P&T process (criteria, time in rank, review process, external reviews, dossier format, supporting elements)
   VI. Guidelines on teaching, scholarship, service, other
   VII. Procedures (roles & responsibilities of candidate, chair, committees)
   VIII. Post-tenure review
   IX. Mentoring, professional development, mid-career opportunities
   X. Sanctions, terminations, grievances

Peer institution examples of Faculty Handbook-type policies & procedures

✓ Purdue
✓ Wyoming
✓ North Carolina