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

Minutes
November 24, 2015
2:00 – 3:00 PM | Twamley 404

A meeting of the Promotion, Tenure, and Evaluation Working Group was held on Tuesday, November 24, 2015 in Twamley Hall, Room 404. Steve Light and Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Will Gosnold, Gwen Halaas, Birgit Hans, Darlene Hanson, Margi Healy, Sima Noghanian, Kathryn Rand, Debbie Storrs, Chih Ming Tan, Sean Valentine, and Anne Walker.

1. Welcome & Approval of Minutes
   a. The minutes from November 6, 2015 were approved.

2. Updates [standing item: informational]
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
      i. Provost DiLorenzo gave an update on his priorities on November 12. The work of the PTE Working Group was included in the update.
      ii. Andrew Quinn from the Department of Social Work presented at the Chairs Leadership Institute and gave an update on the Student Evaluation of Teaching Implementation Committee (SETIC) work. The relationship between student evaluations and PTE was discussed.
   b. Communications

3. Academic position descriptions
   a. Discussion
      i. The academic titles, ranks, and responsibilities subgroup presented a draft document of academic position descriptions.
      ii. The Working Group discussed the document and provided possible considerations and revisions to the subgroup.
      iii. The subgroup informed its work by reviewing academic position descriptions at peer institutions.

4. Framework for Faculty Handbook revision
   a. Discuss possible outline for Faculty Handbook section on PTE
   b. Next steps

5. Next Meeting
   a. Friday, December 11, 9:00 – 10:00 AM