A meeting of the Promotion, Tenure, and Evaluation Working Group was held on February 8, 2016. Steve Light and Ryan Zerr presided. Members present included Diane Darland, Gwen Halaas, Mike Peollot, Kathryn Rand, Chih Ming Tan, and Sean Valentine.

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
      i. The Working Group reviewed a more detailed version on the proposed Faculty Handbook outline
      ii. Information will be added to the outline as it is completed by the subgroups
      iii. Updated outlines will be posted to the PTE Working Group Blackboard site
   b. Subgroups
      i. Steve Light and Ryan Zerr will email the Working Group with information on which parts of the outline each subgroup will draft

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.

Statement about Essential Elements, PTE departmental standards

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
   Joint appointments
   Named professorships

III. Hiring & onboarding [Kathryn, Gwen, Will]

A. Contracts – initial contract and annual faculty contracts
B. Tenure credit for past experience – SBHE policy
C. Onboarding – faculty orientation, faculty one-stop, process or expectations, connecting Essential Elements

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

Articulate relationship with statement that it can differ by college
Organize categorically by pre-tenure, post-tenure, and special
a. Workload/effort – general expectations, determination (position description/page 2)
b. Tenure plan/professional development plan
c. Annual review process
d. Merit review process
e. Performance improvement plans
f. Review following leave – when granting leave, address when is the next review following 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
      Third-year review of probationary faculty
      Coordinate between sections 5 and 7

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

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