A meeting of the Promotion, Tenure, and Evaluation Working Group was held on April 11, 2016. Steve Light and Ryan Zerr presided. Members present included Emily Cherry, Gwen Halaas, Birgit Hans, Mike Poellot, Kathryn Rand, Chih Ming Tan, Sean Valentine, and Anne Walker.

1. Welcome & approval of minutes [5 minutes]
   a. The meeting minutes from April 1, 2016 were approved.

2. Updates [standing item: informational]
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
   b. Communications

3. Remaining Spring 2016 meetings [10 minutes]
   a. Extra meeting?
      i. Michelle Hamilton will send a doodle poll to Working Group members to potentially schedule an extra meeting.
   b. Extend the length of existing meetings?

4. Subgroup 5 & 7 report: Policies & procedures [discussion] [35 minutes]
   The subgroup reported on the following topics:
   a. Extending the clock [Kathryn]
      i. This section includes the following draft information:
         1. A policy statement
         2. Criteria for requesting an extension
         3. Procedures for submitting the request and the review process
   b. External letters [Sean]
      i. This section includes the following draft information:
         1. Selection of potential external reviewers, including the criteria for identifying the reviewers
         2. Overview of the solicitation process
         3. Preparation of the material sent to external reviewers
         4. Confidentiality information
      ii. Questions for the Working Group to consider include:
         1. Should academic reviewers always be tenured?
         2. Should reviewers be limited to faculty from peer or aspirant institutions, or commensurate of relevant experience and accomplishments in the respective field?
3. How are the peer and aspirant institutions or programs determined?
4. How many external letters will be required?
   c. Dossier components & process [Emily]
      i. This will be discussed at a future meeting.
   d. Contract-clarifying language [Margi]
      i. This will be discussed at a future meeting.

5. Subgroup huddles to determine your next steps [10 minutes]

6. Next meetings
   a. Friday, April 29 at 9 am in Twamley Hall, Room 305
   b. Monday, May 9 at 10 am in Twamley Hall, Room 305

Subgroups for Faculty Handbook
- Outline Item II: Academic appointments, roles, and responsibilities. **This section will be completed by Chih Ming, Darlene, Debbie, Will, and Mike.**
- Outline Item III: Hiring & onboarding. **This section will be completed by Kathryn, Gwen, and Will.**
- Outline Item IV: Annual review. **This section will be completed by Diane, Emily, Anne, Sima, and Birgit.**
- Outline Item V: Promotion and Tenure Policies AND Outline Item VII: Promotion and Tenure Procedures. **These sections will be completed by Sean, Margi, Kathryn, Diane, Emily, Anne, and Sima.**
- Outline Item VI: Expectations in rank. **This section will be completed by Chih Ming, Darlene, Debbie, Will, and Mike.**

### Timeline

<table>
<thead>
<tr>
<th>Date (tentative)</th>
<th>Action</th>
<th>Responsible Party</th>
<th>Intended Outcome</th>
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</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Timeline Hiring &amp; onboarding</td>
<td>Ryan &amp; Steve Subgroup 3</td>
<td>Finalize draft Discuss draft</td>
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<tr>
<td>April 11</td>
<td>Policies &amp; procedures</td>
<td>Subgroup 5 &amp; 7</td>
<td>Finalize draft Discuss draft</td>
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<tr>
<td>April 29</td>
<td>Annual review Academic appointments Expectations in rank Professionalism &amp; collegiality</td>
<td>Subgroup 4 Subgroup 2 Subgroup 6 Ryan &amp; Steve</td>
<td>Discuss draft</td>
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<td>May 9</td>
<td>Agree on summer game plan (remaining gaps, communication plan)</td>
<td>WG</td>
<td>Final working draft Summer game plan</td>
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<td>June-August</td>
<td>Stitch together draft, align language</td>
<td>Ryan &amp; Steve</td>
<td>Complete draft at start of fall</td>
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<tr>
<td>Timeframe</td>
<td>Task Description</td>
<td>Responsible Parties</td>
<td>Notes</td>
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<td>July</td>
<td>Brief President Kennedy</td>
<td>Ryan &amp; Steve</td>
<td>Green light to move forward</td>
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<td>August 16</td>
<td>Reconvene WG</td>
<td>WG</td>
<td>Complete work by end of fall</td>
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<td>By September 1</td>
<td>Communication plan (including campus input sessions, webpage, visits to colleges/departments)</td>
<td>Ryan &amp; Steve, WG</td>
<td>Plan ready to roll out</td>
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<td>Fall semester</td>
<td>Campus input, redrafting</td>
<td>WG</td>
<td>Readying for University Senate</td>
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<tr>
<td>Spring semester</td>
<td>University Senate discussions (one meeting per month)</td>
<td>WG</td>
<td>University Senate approval</td>
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<tr>
<td>May 2017</td>
<td>Completion</td>
<td>WG</td>
<td>Complete <em>Faculty Handbook</em></td>
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