A meeting of the Promotion, Tenure, and Evaluation Working Group was held on September 22, 2015 in Twamley Hall, Room 404. Co-chairs Steve Light and Ryan Zerr presided. Members present included Diane Darland, Gwen Halaas, Birgit Hans, Darlene Hanson, Sima Noghanian, Michael Poellot, Kathryn Rand, Debbie Storrs, Chih Ming Tan, Sean Valentine, and Anne Walker.

1. Welcome
   Steve Light welcomed the Working Group back. The goal of the first meeting is to have a better understanding of where we are after the work done this summer, where we want to go, and how we are going to get there.

2. Updates
   The following initiatives are priorities for the Provost and the Deans. Dean Rand provided an overview of these initiatives, which were also discussed at the Deans Open Forum. University Senate knows that the work of this Group is continuing. The Working Group will also be a liaison to the University Senate Faculty Handbook Committee.

   a. Three initiatives
      i. Annual process improvements – timeline was implemented at http://und.edu/provost/promotion-tenure-evaluation-timeline_2015-2016_3.pdf. Electronic submission of faculty dossiers and Bb review; enhanced communications; encouraged earlier communication among deans, chairs, faculty.
         1. The goal is to make continuous improvements to the annual process. Steve Light provided an overview of the efforts from the Provost’s Office including the transition towards an electronic submission process for dossiers. The Provost's Office is working to improve more upfront communication.
         1. The Deans will take the lead on this initiative for each individual college/school and collectively.
iii. **PTE Working Group** – templates for hires; revision of *Faculty Handbook* for clarity, transparency, consistency, fairness, equity, and quality via articulation and elevation of standards and expectations

3. **Reports on summer background work (this will likely begin at this meeting and extend into the next meeting).** The primary goal we identified last spring was that this leads to a reworked *Faculty Handbook*.
   a. Develop standard hiring letter, contract template: Gwen, Kathryn, Will
      i. This group will report at the October 9 meeting.
   b. Dossier format and template: Diane, Kim, Anne, and Sima
      i. This group will report at the October 9 meeting.
   c. Developing a philosophy or mission statement for promotion and tenure: Birgit, Gwen, and Mike
      i. This group will report at the October 9 meeting.
   d. Academic titles, ranks, and responsibilities for faculty: Chih Ming, Darlene, Debbie, and Will
      i. Chih Ming Tan gave the Group an overview the subgroup’s work. This group looked at UND’s 16 peer institutions and created a spreadsheet that summarizes the definition of each rank at the respective institutions.
      ii. The action plan is to review each category and look at concerns that each of the institutions have addressed. They will then determine the minimum expectations at the intuitions for each rank, and will record specific concerns that may apply to UND.
      iii. Topics the subgroup will consider include how the university defines adjunct, differences for clinical faculty, and the concept of reassigning ranks.
   e. Procedures – roles and responsibilities of candidate, chair, committees, and what happens if tenure/promotion are denied: Margi, Kathryn, and Sean
      i. Sean Valentine provided an overview of procedures in faculty handbooks at two peer institutions: the University of Idaho and the University of Wyoming. He gave an overview of several topics including the process to initiate the annual promotion and tenure cycle, voting procedures, external review requirements, early tenure and tenure credit, and post tenure review.

4. **Communication**
   a. Steve Light asked the Group how it would like to communicate with campus and gather input. Suggestions included:
      i. Filter communication down from deans and department chairs to faculty
      ii. Open forums with topics and questions
      iii. A Working Group webpage
      iv. Provide updates at University Senate meetings
      v. *University Letter* updates
5. Develop a basic plan for AY 2015-16 work
   a. How to proceed on Handbook revision? Develop outline using Essential Elements, process outline from other institutions?
   b. Use of peer institutions for PTE process identification vs. substantive guidelines?

6. Meeting Schedule for the Semester
   a. All meetings will be held in Twamley Hall, Room 404
      Friday, October 9, 9:00 – 10:00 AM
      Tuesday, October 20, 2:00 – 3:00 PM
      Friday, November 6, 9:00 – 10:00 AM
      Tuesday, November 24, 2:00 – 3:00 PM
      Friday, December 11, 9:00 – 10:00 AM

7. Next Meeting
   a. Friday, October 9, 9:00 – 10:00 AM in Twamley 404

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Standing reference: the PTE Working Group’s charge includes

➢ Institutional alignment, awareness, and understanding of policies, practices, procedures
➢ Documentation, organization of dossiers/files
➢ Uniformity, elevation of standards and expectations
➢ Alignment of expectations, annual evaluations with promotion & tenure
➢ Consideration and valuation of “non-traditional” faculty roles and responsibilities
➢ Support, professional development, mentoring