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

Minutes
September 7, 2016
3:30 – 4:30 PM | Twamley Room 305

A meeting of the Promotion, Tenure, and Evaluation Working Group was held on September 7, 2016. Steve Light and Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Birgit Hans, Margaret Healy, Sima Noghanian, Michael Poellot, and Sean Valentine.

1. Welcome

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

3. Meeting with the Senate Leadership & President [Ryan & Steve plus discussion]
   a. Rationale
   b. Report
      i. Ryan and Steve met with President Kennedy to discuss the background, scope, and charge of the Promotion, Tenure, and Evaluation Working Group.
      ii. President Kennedy will attend the meeting on September 19. Working group members were asked to email Ryan and Steve broad questions that they would like to ask the president.

4. Communication Plan [Emily, Ryan, Steve]
   a. Outreach concepts & key messages
   b. Stakeholders
      i. Discussion took place regarding the presentation to the University community
   c. Timeline
   d. Subgroup

5. Working draft status and immediate next steps
   a. Filling in gaps in working document
   b. Timeline
   c. Core package vs. less-central topics

6. Gaps
   a. Performance improvement plan (IV.a)
   b. Review following leave (IV.b)
   c. Third year review of probationary faculty (V.d)
d. Relationship between tenure and promotion (V.e)  

e. Early tenure review (V.f)  

f. Professionalism and collegiality  

g. Post-tenure review (VIII)  

h. Professional development (IX)  

i. Sanctions, terminations, and grievances (X)  

   i. Discussion took place on the assignment of sections with gaps to working group members for completion as well as a deadline.  

7. Next meeting  

   a. September 19, 1-2 p.m. – President Kennedy will attend first half of meeting