A meeting of the Promotion, Tenure, and Evaluation Working Group was held on March 20, 2017. Steve Light and Ryan Zerr presided. Members present included Diane Darland, Darlene Hanson, Margi Healy, Sima Noghanian, Mike Poellot, Kathryn Rand, Debbie Storrs, Chih Ming Tan, and Anne Walker.

1. Welcome & approval of minutes

   Minutes from January 18, 2017, were approved as written.

2. Communication plan subgroup update

   Discussion took place regarding the next steps that will take place.

   A. The group will create a brief executive summary that explains the basics of what stays the same and what changes in the new draft PTE section of the Faculty Handbook. Steve and Ryan will draft the document for WG review.

   B. The WG will send a message to the SEC, the Provost, and the President asking for their written input by April 13, and to inform them of the timeline the PTE WG is working with in order to make the draft PTE section of the Faculty Handbook available to the campus in early May (University Senate meets on May 4th).

   C. The draft PTE section of the Faculty Handbook will be posted on the PTE WG website, along with the executive summary and the feedback memos from the Academic Deans, President & Provost, and SEC. Faculty members will be able to provide feedback via a Qualtrics link during the review period (summer 2017).

   D. In fall 2017, the PTE WG will work collaboratively with SEC regarding follow-up communication with the faculty.

In reference to messaging, the following was noted for consideration:

   - The Handbook creates the opportunity to measure faculty productivity; specific metrics, then, are best created at the unit level. An example is citations as a measure of quality, with citation counts, outlets, and impact being something best done by a discipline.

   - Policy framework is broad; guidance memoranda will establish practice.

   - Key reasons to move forward include contract planning, workload development, departments that are ready (and waiting) to change departmental guidelines and establish quality and quantity expectations based on the Handbook.

3. Next meeting

   April 17, 1 - 2 p.m., Twamley 305