A meeting of the Promotion, Tenure, and Evaluation Working Group was held on December 7, 2016. Ryan Zerr presided. Members present included Emily Cherry, Diane Darland, Darlene Hanson, Sima Noghanian, Mike Poellot, and Anne Walker

1. **Welcome & approval of minutes**
   Minutes from November 16, 2016, were approved as written.

2. **Communication plan subgroup update** [Emily Cherry]
   There was discussion about the PTW WG’s implementation recommendations.

3. **Next meeting**
   a. January 18, 3:30 – 4:30 p.m., Twamley 305