

Standards and Procedures on Promotion and Tenure Committee (SPPT) Meeting
 October 24, 2018, 2 pm
 Minutes – Approved December 5, 2018

Present: Shawn Alexander, Melanie DeRousse, Claudia Dozier, Jason Matejkowski, Bruce Frey, Anil Misra

Item or Topic	Action Item
Minutes of previous meeting were approved .	
<p>Discussion of content of email that is sent to all Chairs and Unit Directors to gather data for the committee's <i>Status Report on Reviews</i>. Approved:</p> <ul style="list-style-type: none"> • adding a reminder or clarification that written P&T policies should include unclassified faculty and academic staff • added an option to be checked that no changes have been made recently in written policy • Corrections in dates and other details on the <i>Status Report</i> 	Email will be sent in early spring.
Reviewed and approved P&T documents for Department of Economics. Concluded that change in recording of "average" ratings was a minor change.	None
Reviewed and approved P&T documents for Department of Speech, Language and Hearing. Concluded that the department's documents were essentially approved last year and no changes have been made since.	None
Discussed whether the Committee should draft and provide guidance on the issue of whether chairs (or unit directors) may be involved in department committee level P&T deliberations and process. We were reminded of an opinion shared with last year's Committee by Vice Provost of Faculty Development Chris Brown based on an analysis by the University's Office of General Counsel. His conclusion is that Chairs <u>may meet</u> with department level P&T committees and observe the deliberations and contribute to discussions, but <u>may not</u> (with one exception) vote as a member of that committee. The basis for this interpretation is that the Chair has a separate independent opportunity to "vote" by choosing to write a separate letter concurring with or disagreeing with the department committee. If the Chair voted with the department committee as well, that would give the Chair two "votes". The exception is if department policy explicitly states that the Chair votes with the committee. Without this explicit statement in a department's policy, the Chair may not vote as part of the department P&T committee. Chairs may vote as a member of a committee of the whole, but not as a member of a P&T committee.	The Committee will send this guidance as part of a future email to departments and unit heads.
As a separate agenda item, we further discussed whether Chairs and Unit Directors needed a reminder that unclassified faculty and academic staff need to be explicitly included in written department P&T procedures. We had already decided to include that clarification in the Status Report email.	None