

**Standards and Procedures on Promotion and Tenure Committee (SPPT) Meeting**

December 5, 2018; 2:00 p.m.

Governance Conference Room 33, Strong Hall

**Minutes – Approved February 13, 2019**

**Present:** Shawn Alexander, Chris Brown, Melanie DeRousse, Bruce Frey, Jason Matejkowski, Anil Misra

<b>Item/Discussion</b>	<b>Action Item</b>
<p><b>1. Approval of minutes from 2018-10-24</b> - Approved unanimously.</p>	None
<p><b>2. Update on SPPT request that was e-mailed to all Deans and Department Heads</b></p> <p>Forty three (43) out of 63 units/ departments/ schools have responded thus far. Reminder email was sent to Chairs and Unit Directors with a December 7, 2018 deadline for collecting data for the committee’s <i>Status Report on Reviews</i>. Another reminder will be sent on December 7, 2018.</p> <p>There was a discussion regarding units/ departments/ schools whose P&amp;T documents are missing in the policy library or outdated (more than 5 years since last review). Periodic review of P&amp;T documents every 5 years was discussed.</p>	<p>The committee will send emails to:</p> <ol style="list-style-type: none"> <li>1. To those whose units/ departments/ schools whose P&amp;T documents are missing in the policy library.</li> <li>2. To those whose P&amp;T documents are dated more than 5 years since last review (before 2013)</li> </ol>
<p><b>3. Assignment of Reviewers of P&amp;T Documents from the following Departments:</b></p> <ul style="list-style-type: none"> <li>• Anthropology – Professor Frey</li> <li>• Applied English Center – Professor Matejkowski</li> <li>• Architecture – Professor DeRousse</li> </ul>	Present document reviews at next meeting
<p><b>4. Other matters</b></p> <ul style="list-style-type: none"> <li>• Consider whether guidance is needed / should be drafted on chair involvement as participant in departmental deliberations</li> </ul> <p>The matter of chair involvement was discussed. There was also discussion regarding the participation of untenured faculty member in departmental P&amp;T deliberations.</p>	<p>The committee will send emails in late Spring and early Fall to:</p> <ol style="list-style-type: none"> <li>1. The chairs advising them of the FSSR interpretation regarding their participation.</li> <li>2. The chairs reminding of the relevant FSSR rules regarding the participation of untenured faculty in P&amp;T deliberations.</li> </ol>
<p>A motion to adjourn was received, seconded, and unanimously approved at 3:00 p.m.</p>	<p>Next meeting scheduled for January 23, 2019 from 2:00 – 3:00 PM in the Governance Conference Room 33, Strong Hall.</p>