

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

Item/Discussion	Action Item
<p>1. Approval of minutes from 2018-10-24 - Approved unanimously.</p>	None
<p>2. Update on SPPT request that was e-mailed to all Deans and Department Heads</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There was a discussion regarding units/ departments/ schools whose P&T documents are missing in the policy library or outdated (more than 5 years since last review). Periodic review of P&T documents every 5 years was discussed.</p>	<p>The committee will send emails to:</p> <ol style="list-style-type: none"> 1. To those whose units/ departments/ schools whose P&T documents are missing in the policy library. 2. To those whose P&T documents are dated more than 5 years since last review (before 2013)
<p>3. Assignment of Reviewers of P&T Documents from the following Departments:</p> <ul style="list-style-type: none"> • Anthropology – Professor Frey • Applied English Center – Professor Matejkowski • Architecture – Professor DeRousse 	Present document reviews at next meeting
<p>4. Other matters</p> <ul style="list-style-type: none"> • Consider whether guidance is needed / should be drafted on chair involvement as participant in departmental deliberations <p>The matter of chair involvement was discussed. There was also discussion regarding the participation of untenured faculty member in departmental P&T deliberations.</p>	<p>The committee will send emails in late Spring and early Fall to:</p> <ol style="list-style-type: none"> 1. The chairs advising them of the FSSR interpretation regarding their participation. 2. The chairs reminding of the relevant FSSR rules regarding the participation of untenured faculty in P&T deliberations.
<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>