

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

February 13, 2019; 2:00 p.m.

Governance Conference Room 33, Strong Hall

**NOTE:** This meeting was rescheduled twice (from 1/23/19 and again 2/6/19) due to University weather closures

**Minutes – Approved 3/7/19**

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

| Item/Discussion  | Action Item  |
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| <b>1. Approval of minutes from 2018-12-05</b><br>- Approved unanimously.   | None   |
| <b>2. Update on SPPT request that was e-mailed to all Deans and Department Heads inquiring as to whether they had updates to their P&amp;T policies that needed approval by SPPT.</b><br><br>Sixty-three (63) out of 65 units/ departments/ schools have responded thus far. Reminder email was sent to Chairs and Unit Directors January 7, 2019.<br><br>Additional emails were sent specifically to those whose units/ departments/ schools had (1) P&T documents missing in the policy library or (2) P&T documents dated more than 5 years since last review (before 2013). The committee requested the P&T policies for review from those units/ departments/ schools who met either criterion. | The committee will continue to review P&T policies submitted in response to the email requests, as the policies are submitted to the committee.  |
| <b>3. Reviews of P&amp;T Documents from the following Departments:</b> <ul style="list-style-type: none"><li>• Anthropology – Professor Frey</li><li>• Applied English Center – Professor Matejkowski</li><li>• Architecture – Professor DeRousse</li></ul>  | The committee will send comments from reviews: <ol style="list-style-type: none"><li>1. Professor Frey will draft response indicating the committee’s concerns with Anthropology P&amp;T policy.</li><li>2. Professor Matejkowski will draft response indicating the committee’s concerns with AEC P&amp;T policy.</li><li>3. Professor DeRousse will draft response indicating the committee’s concerns with Architecture P&amp;T policy.</li></ol> |

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| <p><b>4. Assignment of Reviewers of P&amp;T Documents from the following Departments:</b></p> <ul style="list-style-type: none"> <li>• Pharmaceutical Chemistry – Professor Dozier</li> <li>• Curriculum and Teaching – Professor Misra</li> <li>• Educational Leadership and Policy Studies – Professor Frey</li> <li>• Educational Psychology – Professor Matejkowski</li> <li>• Health, Sport, and Exercise Sciences – Professor Matejkowski</li> <li>• Special Education – Professor DeRousse</li> <li>• School of Education – Professor Dozier</li> <li>• Design – Professor Misra</li> </ul> |  |
| <p><b>5. Other matters</b></p> <p><b>• Consider initiating review of the “Initial Checklist” tool used by SPPT to review P&amp;T policies to ensure tool’s agreement with FSRR Article VI</b></p> <p>While minor, concerns were raised that the tool may not fully and explicitly reflect the requirements outlined in Article VI. The tool indicates approval by FacEx 2/15/11 but the electronic file indicates an update in 12/16.</p>  | <p>If workload allows, the committee will discuss at next meeting when to initiate this review. In the meantime, members were encouraged to apply the tool in conjunction with careful attention to Article VI during their reviews of P&amp;T policies.</p> |
| <p>A motion to adjourn was received, seconded, and unanimously approved at 3:00 p.m.</p>   | <p>Next meeting scheduled for March 4, 2019 from 3:45 – 5:00 PM in the Governance Conference Room 33, Strong Hall.</p>   |