

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

March 7, 2019, 10:30-11:30 a.m.

Governance Conference Room 33, Strong Hall

**Minutes - DRAFT**

**Present:** Melanie DeRousse, Jason Matejkowski, Bruce Frey, Anil Misra

Item/Discussion	Action Item
<p><b>1. Approval of minutes from prior meeting</b></p>	<p>None</p>
<p>2. Update on committee feedback to units: Applied English Center: Matejkowski sent sample docs and offered a meeting to discuss revisions, Anthropology: Update sent; Architecture – DeRousse to send revisions to Jason to forward to unit</p> <p>Committee discussed how to handle other units that may need a more extensive review of materials.</p>	<p>Architecture: DeRousse to send updates/revisions to Matejkowski</p> <p>We decided future tasks for committee may include: update the checklist, to include consideration of mid-year review procedures; to include a statement re 6.4 PTTR process – including information from that process; asking that any units that do not have this information should begin to include it; and that going forward, our reviews should include consideration of whether the criteria mention mid-year review. Also – list of external reviews and how chosen – update our list to conform to the Fac development page?</p>
<p><b>2. Review and Discussion of P&amp;T documents from the following departments:</b></p> <p>Pharmaceutical Chemistry: tabled for next meeting</p> <p>Educational Psychology: we do not have full policy</p> <p>Curriculum and Teaching: Misra Suggestions include addressing typo on the last paragraph before subsection III, include 6.1.3 as indicated, indicate that the P&amp;T policy was adopted by faculty vote, and provide feedback on Item 25.</p> <p>ELPS: Documents are in order, may be a good set of model documents to share with struggling departments. Includes appropriate section re midyear review. Motion by DeRousse; Second by Frey; <b>Committee approved these documents.</b></p>	<ul style="list-style-type: none"> <li>• Pharm Chem: Dozier to present on Pharmaceutical Chem at next meeting.</li> <li>• Ed Psych: Matejkowski to request full policy for review</li> <li>• C&amp; T: Misra to communicate these items to Matejkowski via email to share with department</li> <li>• ELPS: Matejkowski to communicate that documents have been approved and should be loaded to policy library</li> </ul>

<p>HSES: Documents are in good order. Only revision is Item 22 – specify that the candidate may participate in the unit response, and Item 17 – specify that the committee compiles the rest of the record. DeRousse moved, Frey seconded, <b>committee approved these documents subject to minor revisions.</b></p> <p>School of Education: the Committee recommends revisions to assure consistency in these P&amp;T documents – references to “school committee” “school personnel committee” are confusing. Further recommendation – Item 22 needs to include the corresponding summary evaluation. <b>The committee approved these policy documents with the recommendation to amend as indicated prior to uploading to the policy library.</b></p> <p><b>Design: Misra – will review and discuss at next meeting</b></p>	<ul style="list-style-type: none"> <li>• HSES: Matejkowski to communicate that docs have been approved subject to two small revisions indicated (item 22 and Item 17 on our checklist) and may thereafter be added to policy library.</li> <li>• School of Ed: Matejkowski to communicate to the School of Ed our conditional approval (with minor changes).</li> <li>• Design: tabled for next meeting.</li> </ul>
<p>A motion to adjourn was received, seconded, and unanimously approved at 3:00 p.m.</p>	<p><b>Next meeting scheduled April 10, 2019 at 12:30 in the Governance Conference Room 33, Strong Hall.</b></p>