

Standards and Procedures on Promotion and Tenure Committee (SPPT)  
Meeting, Monday, October 30, 10:00 – 11:00 am  
Governance Conference Room 33, Strong Hall

### **Minutes**

**Present:** Rajendra Srivastava (Chair), Shawn Alexander, Chris Brown, Melanie DeRousse, Claudia Dozier, Siyuan Han, Jason Matejkowski

#### **1. Introduction of the SPPT Committee Members**

#### **2. Discussion of the charges of the Committee for FY 2018**

- a) *Review department and school criteria and procedures for promotion and tenure pursuant to section 6.3.5.1 of the Faculty Senate Rules and Regulations for consistency with the requirements of Article VI of the rules and regulations, and approve criteria, guidelines, and procedures that are consistent with those requirements. Identify inconsistencies and coordinate with the Provost's office to provide feedback to departments, the College, schools, and other administrative units to correct problems. Submit issues that cannot be resolved to FacEx as provided in section 6.3.5.1 (ongoing).*

SPPT discussed sending an email message to Chairs/Deans requesting notification to SPPT of any changes made in the past year to department/school criteria relating to P&T. The committee also considered requesting and reviewing the P&T procedures of departments/schools who have not had their P&T policies reviewed by SPPT within the recent past (number of years TBD), to ensure consistency with more recent changes that have potentially been made to Article 6 of the Faculty Senate Rules and Regulations. The committee also discussed whether it should request and review department/school promotion guidelines pertaining to non-tenure-track faculty (e.g., specialist positions, professors of practice).

Action: The message that was sent out last year to departments/schools requesting notification of recent changes will be reviewed as to its appropriateness for use this year. Siyuan Han agreed to provide a copy of the last year's letter for review.

Action: Chris Brown, Vice Provost, Faculty Development, agreed to provide a list of departments/schools with specialist positions to the SPPT committee chair for their consideration.

- b) *Review guidelines and forms developed by the Provost, and procedures developed by the UCPT, pursuant to 6.3.5.2 for consistency with the requirements of Article VI of the rules and regulations, and identify problems or concerns. Provide*

*comments to the Provost and UCPT, and report issues that cannot be resolved to FacEx as provided in section 6.3.5.2 (ongoing).*

Action: Vice Provost for Faculty Development, Chris Brown, has agreed to forward any guidelines and/or forms developed by the Office of the Provost to SPPT for review.

- c) *Promote and facilitate compliance with the standards and procedural requirements of Article VI of the Faculty Senate Rules and Regulations by maintaining and disseminating guidance documents for departments, the College, schools, and other administrative units (ongoing).*

Action: None taken

- d) *Monitor the implementation of Faculty Senate Rules and Regulations concerning Promotion and Tenure. Identify issues and problems as they arise and report recommendations to FacEx as needed (ongoing).*

A member of UCPT was identified who can keep SPPT informed of any issues and problems as they arise when implementing P&T policies at the university level.

Action: Ruben Flores, UCPT member, will be contacted and a request made that SPPT be informed of such issues and problems.

- e) *In coordination with the Policy Office, annually review technical modifications to Promotion and Tenure polices submitted to the Policy Library.*

Action. Stephanie Dyson Elms, Policy Office Director, will be contacted and a request made that SPPT be informed of any technical modifications made to P&T policies submitted to the Policy Library.

### **3. Status Report and Review Completed during FY 2017**

Action: SPPT will follow up with schools/departments as to whether suggestions following from SPPT FY2017 reviews have been implemented.

### **4. P&T Documents to be reviewed during FY 2018**

None submitted

### **5. Other matters**

For future SPPT meetings, Mondays at 10 AM were agreeable to those in attendance.

### **6. Adjourn**