COMMITTEE: Faculty Governance

MEETING DATE: October 12, 2005

PERSON PRESIDING: Puri Martinez

REGULAR MEMBERS IN ATTENDANCE: Patricia Anderson, John Cope, Edson Justiniano, Nanyoung Kim, Puri Martinez, and Tinsley Yarbrough,

EX-OFFICIO MEMBERS IN ATTENDANCE: Catherine Rigsby and Lisa Sutton

OTHERS IN ATTENDANCE: Lori Lee

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ACTIONS OF MEETING

Agenda Item: Approval of Minutes from September 28, 2005

Discussion: Minutes were distributed electronically and at the meeting. There were no amendments or discussion.

Action Taken: The minutes were approved as distributed.

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Agenda Item: Timeline for Personnel Actions

Discussion: The group examined a draft of a timeline for promotion and tenure. The following items were discussed in relation to the distributed document:

1. One committee member asked if the group should add a bullet requesting that unit administrators send a formal request for external review, along with materials for external candidates. There was concern about the level of formality requesting a person’s willingness to serve as an external reviewer. The group agreed to add a third bullet for the spring semester: “Materials should be sent to external reviewers to leave sufficient time to allow responses to be returned by the second Monday in September.”

2. The group discussed the timeline of progress toward tenure letters and related reappointment decisions. The goal of the timeline is to respect a 180-day mandate from the Faculty Manual. A sub-committee (Catherine Rigsby, Bob Morrison, and Lisa Sutton) will revise the document considering the reappointment of probationary-term faculty members to insert the action of the unit administrator, dean, and vice-chancellor into the timeline and to remove progress-toward-tenure letters from this timeline.

3. The group discussed the variation in method and timing of faculty candidates receiving notification of decisions made in promotion and tenure. It was agreed that in each category, faculty candidates will be notified in writing within one week of each decision point. The sub-committee will make those additions to the timeline.
Agenda Item: Part XII. Personnel Action Folio

Discussion: Edson Justiniano presented a draft of a document to replace Part XII of the Faculty Manual. To be examined at the same time were the draft revisions of the Cumulative Report Format. The following points were discussed for this main agenda item:

1. The group discussed the proposed folio document. There was considerable discussion about item E, which would allow the faculty member to add materials to the folio. One suggestion was to add the following sentence: “Additional material in support of the faculty member should be at the discretion of the faculty member.” Anderson spoke against this addition, stressing the importance of a faculty member’s right to highlight teaching, research/creative activity, and service documents, publications, and other exhibits which would serve as documentation of career advancement worthy of tenure and/or promotion decisions. Several other committee members commented on the need to allow faculty members to submit any materials they wished, speaking against the proposed addition and suggesting a different focus for the documentation to be included in the proposed folio. Justiniano agreed to revise the proposed folio document and distribute it to committee members after the meeting.

2. The committee discussed the need for the cumulative report form to include a section on patient care. Additionally, a section on grants should be added to each main category within the cumulative report form and within the folio.

Agenda Item: The meeting adjourned at 4:30 p.m.