1. The meeting was called to order at 3:07 PM.

2. The minutes of the March 14, 2012 meeting were approved as presented.

3. Motion to accept editorial changes to section VII. The motion passed. Potential changes to VII, III b. 12 will be reviewed by the university attorney.

4. Appendix D revisions, continued:

   Motion: move statement on when members of committees recuse themselves to after each description of a committee’s composition. Passed.

   Motion: add text requiring the unit administrator to provide a candidate with copies of external reviews (including electronic copies). Passed.

   Motion: add text saying that a committee cannot reconsider a vote on a personnel recommendation after the committee has notified the unit administrator of its recommendation. Passes.

   Motion: In III, remove reference to the deadline for requesting promotion and replace it with a reference to the Guidelines as the source of the timeline to be followed. Passes.

   Motion: change the wording beginning “The request for promotion shall be considered....” (iii, p. 11) so that it is clear that what is being requested is the initiation of consideration for promotion at the time of the request, not consideration by the committee of whether or not to allow the candidate to be considered for promotion the following fall. Passes.

   Linda Inagilis discussed the need to adjust the dates for sending material to external reviewers for one case, a twelve-month faculty member with one year reduction in the probationary term. Linda will get back to the committee on this.

5. The meeting was adjourned at 5:00 PM.