

Appointment, Promotion and Tenure Committee

Meeting Minutes

October 15, 2015

Attendees: Christine Stevens, Erin Casey, José Rios, Yonn Dierwechter, Ehsan Feroz, Jim Gawel

Excused: Bryan Goda

Absent: none

- (1) Introductions
- (2) Review of Committee charge and webpage resources
- (3) APT voting procedure: *for P&T cases involving a candidate from a Committee member's own Program/School the Committee approved unanimously to allow that member to be present during deliberations to answer clarifying questions as needed, but it was also agreed that member shall not control the discussion nor shall they vote in the case*
- (4) P&T timelines/deadlines
 - a. 1 mandatory case: Asst Prof (IAS) for tenure and promotion to Assoc Prof
 - i. File online Nov 16
 - ii. APT report due Nov 25
 - iii. Possibility for one non-mandatory T&P case to be considered early
 - b. 15 non-mandatory cases: 2 Assoc Prof w/o Tenure (IT) for tenure; 3 Asst Prof (IAS, Nursing, Social Work) for early tenure and promotion to Assoc Prof; 3 Lecturers (IAS) for promotion to Senior Lecturer; 7 Assoc Prof (IAS, Business, IT, Social Work) for promotion to Professor
 - i. Files online Dec 18
 - ii. APT reports due Jan 13
 - iii. 1 Assoc to Full Prof case (Kunz) deadline for report Jan 25 (file online TBA)
 - c. Files will be made available online either through Google drive or Catalyst (details TBA)
 - i. Question raised about allowance for using Google Drive – Jim to check with Alison Navarrete
- (5) Discussion of APT agenda for remainder of academic year
 - a. Appendix A of UWT Handbook (role of tenure committee) needs to be edited to address comments from Secretary of Faculty Senate
 - i. Questions arose as to reason for review by Secretary and when App A last changed (Yonn provided some context)
 - b. Appointment of Associate Professor w/o Tenure
 - i. Questions raised regarding expectations for tenure review vs. Faculty Code requirements

- ii. Only those senior in rank vote on tenure, so tenured Associate Professors cannot vote in these cases
 - iii. APT Committee may bring to Senate for discussion
 - c. Lecturer promotion guidelines
 - i. Nothing spelled out for criteria or procedures for promotion in UWT Handbook
 - ii. Current process possibly put in place as memo from former VCAA JW Harrington
 - iii. SIAS currently working on its own procedures, but this currently includes an additional step not included in other promotion cases (e.g. Assoc to Full Prof)
 - d. Other items discussed
 - i. Appointment criteria (Yonn)
 - ii. 5-yr vs. 6-yr tenure clock (Ehsan)
- (6) Meetings for Oct, Nov and Jan will be scheduled through Doodle (Jim)
- (7) Adjourned

Approved 12/03/2015