

Minutes
Faculty Council on Promotion and Tenure
January 25, 2005

Individuals present: Steve Hanks, Mike Kalton, Kären Landenburger, Marcie Stein, and Tracy Thompson (members); Mythri Raj administrative secretary for Faculty Assembly Executive Committee.

The purpose of the meeting was to discuss the development of and content for the faculty web page containing information for promotion and tenure.

Faculty Council on Promotion and Tenure web page will open with three choices: charge, information for faculty, information for administrators and committee members.

Information to include:

- Suggested list of tenure file contents.
- P & T recommendation checklist
- Mentoring document
- Appendix B

We will hyperlink to the vice chancellor's web page {http://www.tacoma.washington.edu/academic_affairs/T&P.htm}, the UW faculty handbook if necessary, to the UWT faculty handbook, and program criteria for P & T criteria.

Mike Kalton will merge information from Aggregated Tenure File Contents contained in Report on Program-Specific Tenure and Promotion Guidelines at UWT, documents outlined in Appendix B of the UWT faculty handbook and other sources such as [UW Academic Human Resources](#), [UW College of Arts and Sciences](#), and [UW College of Engineering](#).

Kären Landenburger will review Appendix B and make global suggestions on what needs to be changed.

Currently IAS is the only program with a formal document on mentoring. Other programs will be encouraged to submit a statement about how mentoring is handled.

Mythri Raj will assist in the development of the web page. If site is ready prior to the information meeting with IAS the web page will be used to support discussion.