

Campus Council on Promotion, Tenure and Faculty Affairs Meeting February 9, 2011

Present: Cherry Banks, Chair, Sundar Balakrishnan, Kate Noble, Nancy Place, Suzanne Sikma, Kelvin Sung and Elizabeth Thomas

Guest: VCAA Susan Jeffords

Cherry opened the meeting with an update on the CCPTFA Reference Manual and two issues for discussion with VCAA Jeffords

Update on CCPTFA Reference Manual

UWB Program Directors have been contacted for current versions of program guidelines for Promotion and Tenure, the CSS and Education Programs have confirmed the CCPTFA have current guidelines, Business, IAS, Nursing and S&T are reviewing their guidelines. CCPTFA representatives will check with their program directors and report on the status of the P&T guidelines. The CCPTFA consult with program directors and the chair of the program P&T committees on a case by case basis.

Procedures to clarify:

- Is consultation with both program director and chairs of the P&T committee required?

Recommendations:

- Designate of a point person in the program for P&T cases.
- Create a template for online posting of P&T files.
- Candidate turns over files to program manager, who then takes over posting all materials.
- Decide on a common platform for online files (Catalyst/Blackboard).
- Finalize template for P&T letter.

CCPTFA discussion with VCAA Jeffords

Cherry thanked VCAA Susan Jeffords for meeting with the CCPTFA to discuss two issues, early promotion and the appearance of conflict of interest in P&T cases. The Vice Chancellor stated that the CCPTFA is the faculty voice on P&T, while she is the administrations voice. The VCAA would like to see open conversations with Council on an ongoing basis.

CCPTFA discussion points – conflict of interest in P&T cases

- The CCPTFA would like to develop a clearly defined set of policies and procedures with the support of the EC and the VCAA that will be disseminated across programs and the campus.
- Clearly define “conflict of interest” from the Council’s perspective as it reflects our campus mission.
- UWB encourages cross-programmatic collaboration and mentoring of junior faculty, the Council wants to communicate recommendations on how these values could relate to the review of P&T cases.
- CCPTFA members involved in research or other collaborations with faculty whose cases are coming before the CCPTFA will recuse themselves from the review of the case. Areas that could present appearance of a conflict of interest include:
 - CCPTFA members who publish/co-author with the P&T candidate
 - CCPTFA members involved in research with the P&T candidate
 - CCPTFA members involved with a grant with the P&T candidate

- CCPTFA members involved in significant work with the P&T candidate
- GFO Bylaws, Article VI, Section 3 states - Members of the Campus Council on Promotion, Tenure and Faculty Affairs shall recuse themselves from promotion and tenure cases originating from within their own programs.
- UW College Councils are engaged substantively with each case in their units, the councils discuss the candidate's research and teaching, advising the Dean on their recommendations.
- College Councils are institutionally structured to learn about the work of the faculty and review and evaluate files from all disciplines, not just their own area of expertise. This encourages collegial engagement of campus decision-making.
- What outside reviewers say holds great weight in the review of a candidate's work.
- One role of the CCPTFA is to uphold the reputation/quality of the institution.
- How should directors be made aware of potential conflicts of interest involving faculty working together in relation to P&T cases?
- Program review committees and the CCPTFA could meet to discuss the issue of conflict of interest in P&T cases.
- The CCPTFA must ensure due process on all P&T cases.

The CCPTFA will take on a more substantive role in the review of P&T cases. A more explicit discussion is needed on how to conduct the review on the different aspects of the candidates work: teaching, research and service. The CCPTFA must communicate to programs and send a clear message to the campus that the role of the Council is expanding. The CCPTFA must decide how to operationalize the process for a more in depth review of cases. Other issues must also be discussed, how will this impact the workload of the Council with an increased number of cases?

Cherry will draft a policy on conflict of interest in the review of P&T cases and get feedback from the CCPTFA.

Meeting adjourned at 3:50 pm
Next meeting will be March 9, 2011
Minutes submitted by Barbara Van Sant