

**Campus Council on Promotion, Tenure and Faculty Affairs Meeting  
May 7, 2012**

**Present:** Suzanne Sikma, Chair, Sundar Balakrishnan, Kate Noble and Linda Simonsen

**Absent:** Robin Angotti, Bill Erdly, Kari Lerum

Suzanne Sikma opened the meeting with the announcement that this is the last CCPTFA meeting of the academic year. The first election of new CCPTFA members for 2012 – 14 will begin this week. VCAA Jeffords extended an invitation to dinner in appreciation of the Council's work over this year. Barb Van Sant will confirm a date with the Council members and the Vice Chancellor. A discussion on leadership of the CCPTFA next year yielded a self-nomination of Linda Simonsen to serve as Chair, by consensus, she was approved unanimously. The Council thanked Linda for her willingness to serve as Chair for 2012 – 13. Suzanne Sikma and Kate Nobel will cycle off the CCPTFA, Robin Angotti, Sundar Balakrishnan, Bill Erdly, Kari Lerum and Linda Simonsen will continue serving on the Council through 2013.

**CCPTFA Suggestions for Preparation of the Promotion/Tenure Portfolio Draft**

A final review of the draft document for the Preparation of the Promotion/Tenure Portfolio was held. Sikma discussed the next steps in the review. The CCPTFA is accountable to inform the GFO Chair and the EC on the proposed guidelines the Council has developed. The guidelines will also be sent to Cheryl Cameron, Vice Provost for Academic Personnel. Sikma has included an introduction to the document which affirms the proposed guidelines are a response to requests from junior faculty and tenure/promotion review committee members for more guidance in the assemblage of the promotion/tenure portfolio. Sikma will incorporate the final recommendations of the CCPTFA and disseminate the draft guidelines in the CCPTFA's annual report to the GFO Executive Council.

**CCPTFA motion**

Balakrishnan moved to pass the motion:  
"The CCPTFA moves to approve the draft of the Guidelines for the Preparation of the Promotion/Tenure Portfolio."

The motion was seconded, no further discussion followed. The motion carried unanimously.

**CCPTFA Timetable and Process Document for 2012-13 Council**

The Council reviewed the CCPTFA Tenure and Promotion Review Timetable 2012 and the CCPTFA Dossier Review Process document to finalize the CCPTFA Reference Manual for next year. The Council's recommendations will be incorporated into the final document and the CCPTFA Promotion and Tenure Review Process Flowchart will be removed from the manual.

**CCPTFA motion**

Nobel moved to pass the motion:  
"The CCPTFA moves to approve the CCPTFA Dossier Review Process and the CCPTFA Tenure and Promotion Review Timetable 2012 and remove the CCPTFA Promotion and Tenure Review Process Flowchart from the CCPTFA Reference Manual."

The motion was seconded, no further discussion followed. The motion carried unanimously.

**The meeting adjourned at 5:00 pm.  
Minutes submitted by Barbara Van Sant**