

Campus Council on Promotion, Tenure and Faculty Affairs Meeting September 26, 2011

Present: Suzanne Sikma, Chair, Robin Angotti, Sundar Balakrishnan, Bill Erdly, Kari Lerum, Kate Noble and Linda Simonsen

CCPTFA Orientation

Suzanne Sikma opened the orientation meeting with introductions. Suzanne, from the Nursing Program is serving as Chair of the CCPTFA this academic year, it is her second year on the Council. Sundar Balakrishnan, from the Business Program served on the Council last year and was re-elected to a second term. Kate Noble, from the S&T Program is serving her second term on the Council. Newly elected members to the CCPTFA are: Linda Simonsen, from the S&T Program, Bill Erdly from the CSS Program, Kari, from the IAS Program and Robin Angotti from the Education Program. Barb Van Sant, Program Coordinator for the GFO is the administrative support for the CCPTFA. Suzanne, Kate and Sundar acknowledged the contributions that Cherry Banks made to the CCPTFA last year as Chair of the Council and members expressed appreciation formally by drafting a motion to thank Cherry. Suzanne provided Cherry's year-end report summarizing the work of the CCPTFA. The report was submitted to Steve Holland, last year's EC Chair, this report will be disseminated to the GFO Executive Council.

CCPTFA motion

The CCPTFA would like to formally thank Cherry Banks for her dedication and outstanding service to the CCPTFA. Her leadership as Chair of the CCPTFA led to accomplishments by the Council that will serve UWB on many levels in the promotion and tenure process.

CCPTFA Reference Manual Review

Suzanne led the Council through a review of the CCPTFA Reference Manual and provided information on the areas covered in the manual. The Reference Manual clarifies the processes and procedures of the CCPTFA and provides a concise resource for the Council and the academic programs and faculty to reference. The CCPTFA Reference Manual is posted on the GFO webpage and on the Academic Affairs website. The CCPTFA held discussions with VCAA Jeffords last year in order to develop methods to offer substantive feedback and recommendations on P&T cases to the Vice Chancellor. The Council developed appropriate policies and refined the review process to clarify criteria for promotion and tenure. One issue that will carry over into this year is the review process in programs that do not have enough full professors to review P&T cases. Previously a campus committee, the Committee of the Fulls was called to review these cases., The 2009 CCPTFA recommended an alternate procedure to a Committee of Fulls for this situation and the GFO Executive Council still needs to consider this recommendation and make a decision on this process. . The Council set a working schedule in accordance with the calendar established last year for the review of mandatory cases. Each member of the CCPTFA will act as facilitator for a case coming up for P&T and provide detailed reporting on the case, all members of the Council will review the case and the CCPTFA will meet in two all-day sessions to finalize the review of the cases, consult with Program Directors as needed and draft letters of the Council's recommendations to the VCAA.

Action item: Barb will send the CCPTFA the URL for the CCPTFA Reference Manual on the GFO webpage.

**The meeting adjourned at 11:30 pm
Minutes submitted by Barbara Van Sant**