

Campus Council on Promotion, Tenure and Faculty Affairs Meeting April 19, 2011

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

Absent: Elizabeth Thomas

Guest: Peggy Frazier, Faculty Affairs Director

The CCPTFA discussed mandatory and non-mandatory timelines for the review of promotion and tenure cases.

Mandatory Timelines

- A CCPTFA timeline for review of files will be revised from November 11 to November 1
- Members will conduct a holistic review of an individual case or be assigned specific review responsibilities for elements of the case and present an in-depth report to the Council. This is one strategy for assigning workload among the members of the CCPTFA.
- Assignment of review responsibilities will occur before the first scheduled CCPTFA meeting, via email.
- Peggy stated that the Provost's Office can grant a delayed deadline.
- Two meetings will be scheduled for each case review, first meeting of the CCPTFA and the second meeting with the Program Director. The Council will vote on the case at the second meeting, after the discussion with the candidate's director.
- There is no requirement for the program P&T committee chair to attend a CCPTFA meeting unless the Council requests it.

It is possible that the CCPTFA could be asked to review a case over Summer Quarter for a new hire. There is currently no compensation for work done during Summer Quarter. The CCPTFA may want to address this issue with the Vice Chancellor of Academic Affairs. Other workload issues involve the number of cases that the CCPTFA is asked to review Autumn Quarter. With the growth of the campus, a review of over ten cases per quarter may become unrealistic. The VCAA has mandated that the Council conduct a more in-depth review of each file, in which case it may become necessary to assess the number of cases the Council can feasibly review per quarter.

Suzanne will work with Peggy to develop a digital platform for P&T files.

Kate will finalize the CCPTFA Dossier Review Process, adding the addition of one step which will call for a meeting with the VCAA to discuss the Council's findings and recommendations before the official letter of the Council is submitted.

Cherry will finalize the promotion and tenure timelines for mandatory and non-mandatory cases.

CCPTFA minutes of March 9, 2011 were approved as amended.

Clarification of what constitutes early promotion

1. Potential for an outside offer including tenure made to a faculty member.
2. Potential for an outside offer that would result in the loss of the faculty member to another institution.
3. Distinguished accomplishments on a national level that exceeds the minimum standards.

Ongoing discussions with the VCAA will be held.

Discussions with the UWB faculty will be held to discuss:

- Early promotion and tenure
- Conflict of interest
- Evaluating community-based participatory research

The meeting adjourned at 12:00 pm

Next meeting will be May 3, 2011

Minutes submitted by Barbara Van Sant