Campus Council on Promotion, Tenure and Faculty Affairs Meeting
May 10, 2011

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

P&T Timeline Update/Review

The CCPTFA reviewed the updated mandatory and non-mandatory timelines for the review of promotion and tenure cases. The Vice Chancellor of Academic Affairs has approved the CCPTFA timelines for the 2011 – 12 academic year. Timelines will help programs to align with this process and allow the CCPTFA to access files in the P&T process when they are submitted to the VCAA. Files will be posted in Blackboard or Catalyst platforms at this time, promoting consistency in the formatting of files. A hard copy of the file will be submitted to the VCAA which will be sent forward to the Provost. The CCPTFA approved the mandatory and non-mandatory timelines for the review of promotion and tenure.

P&T Review Process

The CCPTFA reviewed the revised draft of the CCPTFA Dossier Review Process. The Council decided that members would be assigned specific files to review in their entirety rather than review responsibilities for parts of the candidates file. The Review Process will be revised and submitted for a final approval by the Council. Once the files are assigned to Council members two all-day meetings will be scheduled for presentation and deliberation of cases, four cases will be reviewed in each meeting. The meeting schedule of the CCPTFA will be as follows (flowchart included):

Spring or Autumn Quarter

1. Orientation meeting for the new members of the CCPTFA (Spring or Autumn Quarter)

November

2. Assignment of files to CCPTFA members

3A. All day session
Candidate review - AM
- In-depth presentation from CCPTFA member on candidate's file
- Articulate questions

Candidate review – PM
- Meet with candidate's program director
- Vote of the CCPTFA on the case

3B. All day session
Candidate review – AM
- In-depth presentation from CCPTFA member on candidate's file
- Articulate questions

Candidate review – PM
- Meet with candidate's program director
- Vote of the CCPTFA on the case

4. CCPTFA review candidate's letters

5. Meeting with VCAA to present Council's letters

Next Steps

A. **Reference Manual**
The CCPTFA made recommendation for the reference manual. These will be incorporated into a revised reference manual. Cherry and Barb will work on finalizing the manual.

B. **CCPTFA Orientation**
The Orientation will be presented to new members of the CCPTFA; current members will also attend the orientation. It was recommended that the election of new members to the CCPTFA be held early enough to conduct the orientation Spring Quarter.

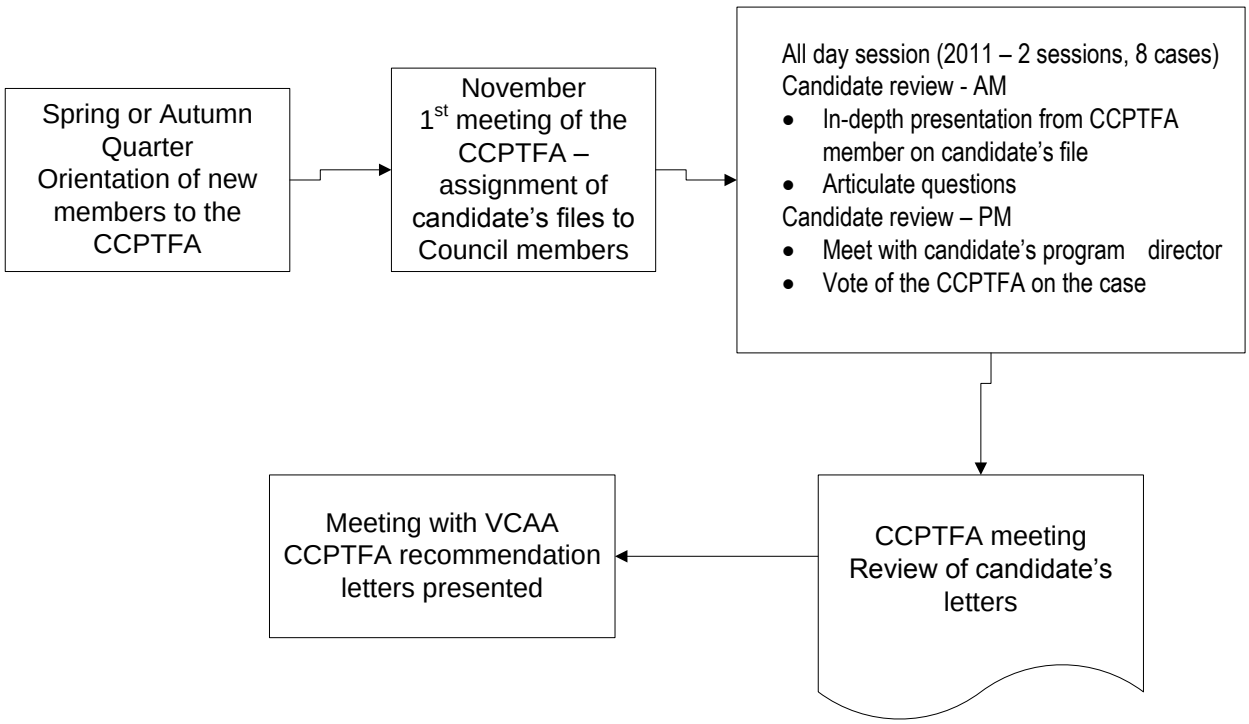
C. **Annual Report to the EC**
Cherry will write a report on the CCPTFA's work over the summer to submit to the EC Autumn Quarter.

D. **2011 – 2012 CCPTFA Chair**
Suzanne Sikma agreed to serve as Chair next year; the CCPTFA enthusiastically accepted her offer. Suzanne will serve as Chair of the CCPTFA 2011 – 2012.

Cherry will confirm the process for promotion to full professor.

Discuss June 7th meeting with VCAA Jeffords

1. Course release for members of the CCPTFA
2. Rank of members of the CCPTFA – should full professors only serve on the Council? A change to the GFO Bylaws requires a vote from the full faculty.
3. Campus meeting to discuss changes in the CCPTFA review process

The meeting adjourned at 12:00 pm
Next meeting will be May 3, 2011
Minutes submitted by Barbara Van Sant

CCPTFA Promotion and Tenure Review Process