

Minutes

Rank and Tenure Committee

Friday, October 2, 2020

1:00-2:30PM

Present: Mary Abkemeier, Mark Douglas, Sarah Huisman, Peggy Ridlen, Stephenie Paine-Saunders, Jenna Voss, and Adam Weyhaupt

Unable to attend: All were present

Friday, October 2nd 1:00-2:30

Item	Details	Time	Notes
Welcome	Approval of Minutes	1:00-1:05	The committee approved the minutes from August 28 th meeting.
Sabbatical Review	Review/discussion of 5 sabbatical applications	1:05-2:00	The committee reviewed and ranked the 5 sabbatical applications received on 9/17/2020. Using the policy manual as a guide, the applicants were ranked in the following order 1-5. (1 = being ranked highest/most favorable.) The policy manual stipulates that only 5% of faculty can be funded which currently equals approximately 2-3 recipients.
Unsolicited Letters	Discussion of Unsolicited Letters	2:00-2:30*	<ol style="list-style-type: none">1. The committee listened to brief summary of the long-standing practice of anonymous unsolicited letters.2. The committee reviewed revised language of relevant sections p.37 and 38 of the Policy Manual Vol. 4 regarding anonymous letters.3. Various committee members expressed opinions on both sides of this issue.4. It was suggested that the committee develop a path

			for moving forward on this issue with more transparency.
Meeting Adjourned	Final questions/comments		The issue of unsolicited anonymous letters was tabled for further discussion at the next meeting.

**Suggested time*

Upcoming meeting dates:

Date	Note Taker
Friday, October 23 rd 1:00-2:30	Mary Abkemeier
Friday, November 20 th 1:00-2:30	Jenna Voss
Friday, December 4 th 1:00-2:30	Stephenie Paine-Saunders
Friday, December 11 th 1:00-2:30	Potential Faculty Meeting with Rank and Tenure (TBD)

Policy initiatives for Rank and Tenure carried over still to be explored

- i. Remaining agenda items from February 12, 2020 meeting notes: *(the items read exactly as they were on the 2/12/20 agenda)*
 - 1. Differentiation in scholarship and service for promotion to Professor
 - 2. Be clear that rank and advancement and tenure are generally linked and have same criteria
 - 3. Eliminate secret letters
 - 4. Clarify who sees what in the process
 - 5. More specificity in the criteria
 - 6. Annual mission review
 - 7. Credit for (expectation for) work related to enrollment and retention
 - 8. Explicit inclusion pieces

- ii. New items to consider and add to the list developed at the 8/28/20 meeting:
 - 1. Continued discussion about letter writing by both the committee and the VPAA (per pages 37 and 38 in the IV Policy manual): the committee should be writing their own separate letter to the president when making a

recommendation for advancement and tenure. This policy has not been followed for several years.

2. Promotion based off of criteria (competency) vs. time
 3. Letters: who writes the letters now that we have the new position of the Associate Dean.
- iii. Committee will develop a policy agenda for the academic year to focus on and ensure that all changes are sent to FGA.