

## hMinutes

### Rank and Tenure Meeting Agenda

Friday, October 23<sup>rd</sup> 1:00-2:30

**Present:** Mary Abkemeier, Sarah Huisman, Adam Weyhaupt, Peggy Ridlen, Stephenie Paine-Saunders, Mark Douglas, Jenna Voss (after the discussion of her dossier)

Unable to attend: all were present

| Item                          | Details                                                                    | Notes                                                                                                                                                                                  | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rank and Tenure Discussion    | Review Dr. Jenna Voss' dossier                                             | Dr. Voss' dossier can be accessed through Canvas.                                                                                                                                      | The committee discussed the Voss dossier and made recommendations. Both Sarah and Adam will write letters to be sent to Dr. Nancy Blattner.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Approval of 10.2.2020 minutes | Approval of Meeting minutes                                                | -Discussion of specificity of minutes<br>-Discussion of where minutes should be kept                                                                                                   | <ul style="list-style-type: none"> <li>• The minutes were not approved as sent at this meeting due to the fact that the candidates for sabbatical were ranked and should not have been. Sarah will edit the minutes from 10/2 and the committee will be asked to approve at the meeting on 11/20.</li> <li>• Rank and Tenure Canvas site. Sarah will speak with members of FAC to determine if the Canvas site for Rank and Tenure should be included within the FGA site or if the Rank and Tenure Canvas site should be a stand-alone one independent of the FGA site.</li> </ul> |
| Changes to Policy Manual IV   | Review changes to Policy Manual IV- including new administrative positions | <ol style="list-style-type: none"> <li>1. Documents to be sent prior to the meeting for review</li> <li>2. Goal is to submit documents to FAC for the December FGA meeting.</li> </ol> | <ul style="list-style-type: none"> <li>• Jenna, using Sarah's table as a base, edited the appropriate parts of Volume IV. At the time of the meeting only Adam and Sarah had seen the editions.</li> <li>• Most changes are related to the duties/responsibilities of Rank and Tenure. Some changes relate to the duties of FAC. The latter ones seem to more cosmetic than policy changes. Sarah will consult with FAC about the changes.</li> <li>• One item that was discussed is "Does a department chair still get evaluated by his/her faculty?"</li> </ul>                   |
| Unsolicited letters           | Continuation of discussion                                                 | <i>This item will only be addressed if we have time.</i>                                                                                                                               | No final decision was made at the meeting. Three action items that will occur <ol style="list-style-type: none"> <li>1. Adam will survey the CIC schools asking if they accept unsolicited letters</li> <li>2. R and T will create a survey for all faculty to complete which will attempt</li> </ol>                                                                                                                                                                                                                                                                               |

|                   |                                                 |                                                                                     |                                                                                                                                                                      |
|-------------------|-------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                                                 |                                                                                     | to determine the faculty's thoughts on keeping/discarding unsolicited letters<br>3. Adam will consult our lawyer for his opinion as to the legality of such letters. |
| Faculty Meeting   | Discussion of hosting a R&T meeting for faculty | Decide if this is something we would like to host in the Fall or wait until spring. | We will host one on Dec 4 (for 1 hour) at our usual meeting time.                                                                                                    |
| Meeting Adjourned | Final questions/comments                        |                                                                                     |                                                                                                                                                                      |

Additional discussion involved the following item(s)

1. Sabbatical concern. Adam brought up the topic that the Endowed Chair in Religious Thought might be at a disadvantage to be awarded a sabbatical due to the fact that he/she does have release time to do research as part of the contract and, hence, members of Rank and Tenure may not consider his/her sabbatical application as objectively as other
2. The committee will need a replacement for Jenna Voss for spring 2021 due to her new duties as associate dean. Sarah, in conjunction with FAC, will locate a replacement.
3. The issue of Office again arose in that faculty are waiting for training in using Office 365.
4. At the end of the meeting Sarah introduced the topic of "expedited advancement." Mary indicated that the reason the topic was introduced was because she received a letter asking for expedited advancement from one of her faculty members. This will be discussed at our next meeting.

*Upcoming meeting dates:*

| Date                                        | Note Taker                                           |
|---------------------------------------------|------------------------------------------------------|
| Friday, November 20 <sup>th</sup> 1:00-2:30 | Jenna Voss                                           |
| Friday, December 4 <sup>th</sup> 1:00-2:30  | Stephenie Paine-Saunders                             |
| Friday, December 11 <sup>th</sup> 1:00-2:30 | Potential Faculty Meeting with Rank and Tenure (TBD) |

**Topics for upcoming agendas:**

1. Expedited advancement