

Rank and Tenure Meeting Minutes

March 19th 2021 12:30-2:00pm

In attendance: Sarah Huisman, Mary Abkemeier, Stephenie Paine-Saunders, Deborah Phelps, Mark Douglas, Peggy Ridlen, Adam Weyhaupt

Item	Details	Time	Notes
Welcome		12:30-12:35	
Approval of the Meeting Minutes	Approve Meeting Minutes from 3/4/2021	12:35-12:40	Meeting minutes approved.
Dean's Letters		12:40-12:45	Dean's Letters for all 4 candidates have been received, but signed copies from candidates are in process as of this meeting.
Dossier Review for Focused Review	Amanda Eaton	12:45-1:35	Discussion/Review for Amanda's Focused Review 99% completed. Adam will begin composing letter. Sarah will reach out to let her know she will be hearing from committee soon.
Dossier Review for Focused Review	Daffney Felton	1:35-1:45	Discussion/review for Daffney's Focused Review tabled. More clarification needed from Dean and Department Chair.
Dossier Review for Focused Review	Jamie Daugherty	1:45- 1:55	Discussion/review of Jamie's Focused Review is 97% complete. Requested updates to Jamie's dossier (self-evaluations & letter about missing observation) have been satisfied. Adam will begin composing letter. Sarah will reach out to let her know she will be hearing from committee soon.
Address/consider Request: from CDDE Dept. (Gale Rice)	Klaire Brumbaugh	1:55 -2:00	Discussion/review in consideration of CV for request of 2 yrs. toward tenure. Endorsed by Adam; approved by verbal vote majority.
Meeting Adjourned	Final questions/comments	2:07	Meeting extended ~7:00 min No time to revisit Focused Review for Ruth Adikorley from 3-4-21 meeting.

			<p><u>Next meeting Friday, April 16:</u> 12:30-2:00 Continue discussion: Focused Review for Ruth Adikorley Continue discussion: Focused Review of Daffney Felton.</p>
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**Minutes submitted by Peggy Ridlen 3.19.21*

Upcoming meeting dates:

Date	Note Taker
Friday, April 16 th 12:30-2:00	Deborah Phelps
Thursday, May 6 th 2:00-3:30	Sarah Huisman

Upcoming Topics for future meetings:

1. Unsolicited letters
2. Criteria for Post Tenure Review
3. Criteria for promotion from assistant to associate and from associate to full.