

Minutes

Rank and Tenure Committee

Thursday, May 6, 2021

2:00-3:30

Present: Mark Douglas, Sarah Huisman, Peggy Ridlen, Stephenie Paine-Saunders, Debbie Phelps, Sharon McCaslin, Guanyu Tian, and Adam Weyhaupt

Unable to attend: Mary Abkemeier, Jamie Daugherty

1. **Welcome** and introduction of new members for 2021-2022 academic year:
Sharon and Tian.
2. **Approval of Minutes**
 - a. Steph Paine-Saunders (motion)
 - b. Peggy Ridlen (second)
 - c. Approved
3. **Motion for FGA**
 - a. Motion to include an abstract in sabbatical applications.
 - b. Approved with suggested of changing the language to be inclusive of all audiences. (change Board of Trustees to for distribution)
4. **Canvas Shell Reflection/Changes**
 - a. Discussion of how the first year of using Canvas went for dossier development.
 - b. Decision to make different shells depending on the level of advanced (focused review, advancement, post-tenure)
 - c. Steph and Adam to design and share with committee
5. **Unsolicited letters**
 - a. Discussion on updating the policy manual in regard to unsolicited letters.
 - b. To discuss at next meeting.
6. **Dates for 2021-2022 meetings Discussed/Selected**

8/27/21
10/1/21
10/22/21
11/5/21
12/3/21
12/10/21
1/7/22
1/21/22
2/4/22
3/4/22
3/25/22
4/22/22
5/6/22

7. Adjourned

Notes prepared by Sarah Huisman