

Rank and Tenure Meeting Minutes

Friday, March 4th, 2021 2:00-3:30

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

Not present: Mark Douglas

Item	Details	Time	Notes
Welcome		2:00-2:05	
Approval of the Meeting Minutes	Approve Meeting Minutes from 1/29/2021		<i>Meeting minutes approved.</i>
Policy Manual IV discussion		2:10-2:20	<i>Previous meetings have discussed making minor editing changes to update the policy manual to include "Associate Dean" where matters pertain to rank and tenure. The chair (Sarah) had been drafting two motions to this effect. Sarah consequently spoke to the chair of FAC (Libby Rayhel) whose committee had recently brought motions to FGA (1/27/2021) reflecting language for the inclusion of "Associate Dean" to matters of faculty governance. FAC is considering rescinding those motions after hearing questions regarding the status of and possible reconsideration of the Associate Dean positions and duties. These positions were scheduled to be evaluated after a year (April 2021). Our committee will table further editing of the policy manual.</i>
Dossier Review-Focused Review	Ruth Adikorley Jamie Daugherty	2:20-3:20	<i>R. Adikorley: The Dean recommendation will be coming to the committee before the next meeting. The committee will give its</i>

			<p><i>recommendation after further review.</i></p> <p><i>J. Daugherty: Sarah will ask Jamie about the Dean observation during her first year and request her self-evaluations.</i></p> <p><i>The VPAA (Adam) will write letters regarding recommendations from Rank and Tenure.</i></p>
			<p><i>There was not time to begin a review of the two remaining dossiers although it was mentioned that some components were missing: Table of Contents and List of Letter Writers. We plan to review both dossiers from Amanda Eaton and Daffney Felton at our next meeting. Some discussion ensued regarding this committee's role in providing templates or worksheets for dossier submissions, but this remains unresolved.</i></p>
Meeting Adjourned	Final questions/comments		<i>Adjourned at 3:20</i>

**Minutes submitted by S. Paine-Saunders, March 4, 2021*

Upcoming meeting dates:

Date	Note Taker
Friday, March 19 th 12:30-2:00	Peggy Ridlen
Friday, April 16 th 12:30-2:00	Deborah Phelps
Thursday, May 6 th 2:00-3:30	Sarah Huisman

Upcoming Topics for discussion:

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

Next meeting:

March 19th 12:30-2:00: Dossier Review Focused Review of Amanda Eaton and Daffney Felton