

University Committee on Faculty Tenure
Wednesday, November 15, 2017 @ 3:30 p.m.
443 Administration Building

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of October 4, 2017
4. Remarks
 - Michael Dease, Chairperson
 - T. Curry, Associate Provost and Associate Vice President for Academic Human Resources
5. User's Guide: Discipline and Dismissal of Tenured Faculty for Cause Policy
6. Form D feedback review
7. Other
8. Personnel Actions
9. Adjournment

DRAFT
University Committee on Faculty Tenure
Wednesday, October 4, 2017, 3:30 p.m.
443 Administration Building

MINUTES

Present: D. Agnew, C. Burns, T. Curry, H. Ding, M. Donovan, L. Fleck, C. Hunt, M. Kingry, T. Kiser, I. Kozlenkova, Z. Mahmood, T. Monberg, J. Reifenberg, G. Strasburg, D. Smith, J. Smith, S. Sneha, J. Steinhardt, F. Villaruel, C. Waters

Absent: M. Dease, S. Dunn

Call to Order

Acting Chairperson L. Fleck called the meeting to order at 3:33 p.m.

Committee members around the table introduced themselves.

Approval of Agenda

L. Fleck moved to approve the agenda as presented. Motion carried.

Approval of Minutes of September 6, 2017

L. Fleck moved to approve the minutes as presented. Motion carried.

Remarks

Acting Chairperson L. Fleck had no remarks at this time.

T. Curry provided an update on searches, and noted that University Ombudsperson Bob Caldwell announced he will be retiring at the end of this year. The search procedure document has been approved and the position will be posted within the next month. T. Curry asked the committee to think about faculty colleagues who may be good candidates. J. Smith will be the chair of the search committee; it is an internal search. The hope is to have someone in place early in the year to work with Bob before he leaves.

The College of Natural Science dean search continues. There will also be searches for the dean of the College of Veterinary Medicine, the dean of Lyman Briggs College, and for a new director of Libraries.

RPT Form D

T. Curry provided a document/handout entitled, "Feedback Summary on Improving the RPT Form". Form D supplements what is used by committees to assess candidates, has been used for a long time, is outdated, duplicative, and in need of revision.

T Curry noted that over the summer discussions were held with various groups about the process, seeking feedback on what was helpful in Form D and also how to improve Form D. Those findings are summarized in the document/handout.

T. Curry noted that he would like the committee, between now and the next meeting, to take a look at Form D. He would like the committee to look at it in light of the comments in the handout and to speak with their chairs and/or deans to see if they have any feedback. If they have the opportunity to talk with faculty who have recently gone through the form process, that would be helpful as well. Any insights they might gather, they can share with T. Curry via email and he will compile all feedback for all to share at the next or a subsequent meeting, so the committee can then have an informed conversation about how the form might be improved.

T. Curry noted that the ongoing Academic Profile Project is looking at the possibility of pre-populating some of Form D, so it can autofill. At this point, they are going to fix the form first and then look into that pre-population possibility.

C. Waters asked if the process is online now.

T. Curry said it is online, but gets printed out and scanned and sent to HR records, and sometimes needs to be fixed and submitted again. It is online, but not user-friendly at this time.

T. Monberg asked what the Office of the Provost's view is of Form D.

T. Curry noted he reads approximately 150 RPT cases each year. At the end of the day, what he pays most attention to is not what is in Form D, but the chair and dean letters, consideration if there is an expectation for federal funding from this area of study, the CV, external letters, what is said about quality of teaching, and C&G activity, if relevant to that area. He looks at what the chair/dean/external reviewers said.

C. Waters asked if Form D applies three times for a faculty member.

T. Curry responded that it can apply as many as three times (i.e., reappointment as assistant professor, promotion to associate professor, and promotion to professor), the same form each time.

Annual Appointment, Reappointment, Promotion and Tenure Memorandum

T. Curry explained that the Provost sends this memo twice a year. It was sent each November for many years. A couple of years ago the Provost began sending it in November and April, since people begin putting their RPT packets together in the spring. The Provost or a representative comes here, to UCFT, and to UCFA to ask for input regarding the memorandum and then considers the suggested edits and changes.

T. Curry met with UCFA yesterday and they suggested minor changes (editorial, necessary name changes), recognizing that the memo is intended to set a broad framework and to be applicable across the entire university.

Yesterday, the UCFA suggested the memo should address expectations for funded research. What the Office of the Provost says publicly is that if you are in a field that requires funding to do scholarship, you need to obtain funding. If you are in a field where competitive funding is available, the expectation is that our faculty will get that funding. In disciplines across campus that do not require funding as a basis for tenure, but rather the expectation to achieve tenure is writing a book like in English, or in Economics and articles are published in major journals, then they're "good to go."

L. Fleck asked if anyone had any changes to suggest at this time.

C. Waters said that with the move from associate to full professors, there is an expectation of demonstrating leadership in one's field, not necessarily scholarship, but with grant reviews and conferences, and that he did not see much of that in the memo.

T. Curry noted he was right and pointed out on the last page: item 2, 2nd paragraph, the section that mentions international stature. We are looking for those types of things, but it is not laid out in that level of detail.

D. Smith asked how peer universities are defined.

T. Curry responded that the standard answer is, "it depends." No explanation is required if peer letters are from other Big Ten/AAU universities, but maybe in theatre or music, a liberal arts college like Oberlin is the relevant peer. We will look at leading institutions of that type in that discipline. External review letters we look at for type of institution.

J. Smith suggested that the memo should include something about informing faculty if they're making progress toward this (paragraph above #1), if they are making sufficient progress toward the next rank/promotion.

T. Curry said he will take these and the comments from UCFA to the Provost, and bring back the letter to the committee, as revised or not. It goes out in November and again in April.

Other

L. Fleck asked if anyone had any other business they wished to bring before the committee.

No one had any other business to bring before the committee at this time.

The three students present left the room before discussion of the personnel item.

Individual Personnel Action (no students present)

T. Curry introduced a special circumstances request for a one-year extension for the first probationary appointment for an Assistant Professor in Teacher Education.

C. Hunt moved to approve the request. M. Kingry seconded it. Motion carried.

Adjournment

The meeting adjourned at 4:10 p.m.