

<b>Time/ Location</b>	4-5pm 2244 NAB	<b>Handouts</b>	<ul style="list-style-type: none"> <li>• Departmental Faculty Promotion and Tenure Committee Policy</li> <li>• Faculty Utilization, Evaluation, and Feedback Policy</li> <li>• AAFAE template consolidated form</li> </ul>
<b>Attendees</b>	Ann Botash, JoAnne Race, Stacy Mehlek, Christopher Morley, Lynn Cleary, Vivian Gahtan, Leann Lesperance, Paul Massa, Richard Veenstra, Steve Taffet, James Megna		

<b>AGENDA ITEM</b>	Discussion of Departmental Faculty Promotion and Tenure Committee Policy for approval		
<b>DISCUSSION</b>	<p>Discussion regarding language amendments under composition and terms of membership to capture practices by departments and to allow flexibility for small departments without full professors, or faculty with tenure.</p> <p>Recommended that a least one member of a departmental P&amp;T committee be tenured.</p> <p>Recommended to explicitly say that a department chair shall not be a member of the P&amp;T committee.</p> <p>Recommended to describe process if department chair were due for promotion.</p>		
<b>ACTION ITEM</b>	<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
	Group approved policy with recommendations. Ann Botash to update and forward to MCAEC for approval. Add language regarding process for promotion of chair at department level: Formation of adhoc committee by Senior Associate Dean of Faculty Affairs and Faculty Development, which includes membership by at least one chair from another department, which will produce a single committee letter. Stacy will look back to examples when this happen previously.	Ann Botash Stacy Mehlek	MCAEC is November 12; forward by Nov 5
	Recommended to add language to institutional information provided at hire of new faculty. Along with provision of institutional criteria, inform new hires that departments may have additional criteria and faculty should request this information from their department.	Stacy Mehlek	Soonest

<b>AGENDA ITEM</b>	Brief discussion of process for promotion
<b>DISCUSSION</b>	Discussion of process to standardize applications for promotion and new self-serve process should help with this. Allow ability to save and return to application later. Allow links to manuscripts. Will make review of applications easier.

<b>AGENDA ITEM</b>	Discussion of Faculty Utilization, Evaluation, and Feedback Policy		
<b>DISCUSSION</b>	<p>Suggestion to standardize order of areas of excellence across all documents. Discussion of inclusion of service as separate category and will continue this topic next time.</p> <p>4<sup>th</sup> paragraph -- remove For junior faculty</p> <p>5<sup>th</sup> paragraph under AAFAE -- How does this apply to adjunct faculty? As voluntary faculty if 0.2 FTE or less and do not require AAFAE, should add statement/clarify this.</p> <p>6<sup>th</sup> paragraph -- suggestion to modify/clarify language: In addition to AAFAE, for occasions when concerns arise relating to faculty remediation for behavior, professionalism, or integrity, additional written documentation and communication of appraisal will be required. (and supplied to faculty member concerned) &amp; leave last sentence.</p>		
<b>ACTION ITEM</b>	<b>ITEM</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE</b>
	Ann Botash will revise and send forward to MCAEC for review.	Ann Botash	MCAEC is November 12, will forward by Nov 5