

Faculty Affairs
**Faculty Appointment, Promotions &
Tenure Policy Task Force**
August 28, 2018
Meeting Minutes

Time/ Location	12-1pm NAB 1144		
Attendees	Ann Botash, JoAnne Race, Stacy Mehlek, Leann Lesperance, Richard Veenstra, Christopher Morley, Margaret Turk, James Megna, Steve Taffet, Steve Grassl, Joe Stein, Paul Massa, Lynn Cleary, Lisa Phelan, Grace VanNortwick, Tom Schwartz	Handouts	<ul style="list-style-type: none"> • Agenda • Faculty Appointment and Promotions Committee Policy • AAE template form

AGENDA ITEM	Consider additional COMFAPC members with voting eligibility
DISCUSSION	<p>Discussion of committee make-up within basic science or clinical, and need for membership distribution to not only be determined by rank, but other criteria, perhaps make list of faculty examples not represented. If COMFAPC committee membership included professors without tenure, then there would be a much larger pool of eligible members. Many of our current faculty are on tenure-ineligible lines.</p> <p>Discussed allowing associate professor with tenure however, can only vote at associate level rank and also allow clinical professor without tenure to be eligible for COMFAPC committee membership. Further discussion on who can vote on what level/tenure, example given in NIH panel-- all vote, even outside of area of expertise. Voting members rely on other committee members. Upstate has 2 departments without eligible full professors. Succession planning for the committee is critical, as fewer full professors with tenure are available. New appointments are infrequently with tenure eligible lines. Allowing professors without tenure and associate professors makes the committee more inclusive.</p> <p>Should non-tenured faculty vote on tenure? Discussion of conflicts, philosophy of committee. Is goal to make sure every eligible faculty member gets promoted or as gate keeper? Committee make-up is currently very homogeneous.</p> <p>How are members selected for committee? Currently by dean appointment. Institution moving to a process where faculty opportunities are widely distributed. Process is now that the position opening is identified and an announcement distributes eligibility criteria to all faculty and asks for volunteers. The policy will need to reflect this more open policy.</p> <p>Discussion regarding associate professor committee members and their eligibility for promotion? Consider not allowing COMFAPC committee membership in year that an associate professor faculty member is up for promotion.</p> <p>Discussion to take straw poll regarding non tenure full professor to be eligible for committee membership, but not be allowed to vote for tenure – all APT task force</p>

	<p>members in favor. What if a motion was to allow non-tenure to vote for tenure? Task force opinions split. Discussion regarding reasons, quality of vote, more or less lenient, may not be uniform in process. New clinicians are not appointed in tenure tracks. Narrower group than 10-20 years ago. Need for inclusivity.</p> <p>Discussion that non-tenure faculty could be eligible to vote on tenure if primary reviewer was tenured. Possibly consider committee leadership (chair and vice chair) required to be tenured. Leadership skills for committee chair include being organized, good time management and concerned with process, so perhaps not need to be tenured.</p>
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DISCUSSION	<p>Discussion on associate level membership, require tenure? Request to increase membership stems from membership needs, to have enough people available to do reviews, and 2 departments do not have full professor rank, public health and ethics. Want transparency, openness, and full representation. Require new associate members come from non-represented departments? Suggestion that committee may benefit from understanding of wider variety of work products, example: promotion in education/teaching. Process to include different backgrounds, may want to change policy wording from basic science and clinical to be more expansive, distribution across all areas of excellence.</p>		
ACTION ITEM	ITEM	PERSON RESPONSIBLE	DUE DATE
	<p>Motion to include full professor without tenure, to be eligible to vote on all promotion considerations, including tenure, with inclusion of addendum that the primary reviewer assigned to tenure candidates must have tenure. All APT task force members in favor.</p> <p>Wording to be drafted and added to policy.</p>	Ann Botash	Before next meeting
	<p>Motion to include associate professor with tenure, who can only vote at associate rank, but can vote on any tenure vote. All APT task force members in favor.</p> <p>Wording to be drafted and added to policy.</p>	Ann Botash	Before next meeting
	<p>Draft to be created to outline required numbers of committee members, max number of professors without tenure, max number of associate professors, and definition of quorum.</p>	Ann Botash, Margaret Turk, Steve Taffet, Chris Morley	soonest