

**2013-2014 UNIVERSITY ARTP COMMITTEE
MINUTES
*Approved: April 15, 2014***

**Meeting #13
April 1, 2014**

Members Present: Dammel, Dillon, Dube, Gee, Hall, Jones, LaRocco, Mayes, Porter,
Roberts, Shaw, Turrill

Members Absent: None

The Committee met at 3:05 p.m. in Mendocino 4003, Dillon presiding.

Minutes: The minutes of March 4, 2014 (#11, 2013-2014) as revised were approved as published.

The minutes of the meeting of March 18, 2014 (#12, 2013-2014) were corrected to add the Department of History to the documents currently under consideration by Subcommittee III. The minutes were approved as corrected.

Agenda: Porter added as a new item #1: RTP deadlines for 2014-15 and Model for Distribution of Promotion Funds Spring 2014. The agenda was approved as amended.

1. RTP Deadlines for 2014-15 and Model for Distribution of Promotion Funds Spring 2014
 - a. Porter presented the proposed RTP Deadlines for 2014-15 which are based on deadlines specified in the collective bargaining agreement. Following discussion, Jones made and Turrill seconded a proposal to adopt the deadlines as presented. The Committee agreed.
 - b. Porter presented the proposed Model for Distribution of Promotion Funds Spring 2014 to be used in the event that insufficient funds are available to promote all faculty who are eligible and recommended. The model is unchanged from previous years. For many years sufficient funds have been allocated for promotions. Following discussion, Turrill made and Dammel seconded a proposal to approve the model subject to the proviso that should it have to be implemented the administration will notify the Committee so that it might discuss the matter further. The Committee agreed.
2. Proposal to amend Section 2.00 of University ARTP Policy

Dillon invited the Committee's attention to a draft amendment to Section 2.00 of University ARTP Policy arising out of a concern to prevent evaluators at all levels from imposing explicit requirements not otherwise specified in University ARTP Policy or unit policy as a condition of retention, tenure or promotion. Following discussion, the Committee agreed to defer further consideration of the amendment to the next meeting.

3. Electronic submissions to the WPAF

Dillon reported that he has had no response yet from the Provost regarding her willingness to read personnel action files in electronic format as part of a possible pilot project. Dillon has invited Jean-Pierre Bayard to prepare an outline of a proposal to facilitate electronic submissions to the WPAF for the Committee's consideration.

4. Government Department's request for exceptions from the rule requiring student evaluations in all classes

Dillon presented a request from the Government Department seeking exceptions from the rule requiring student evaluations in all classes for its internship courses GOVT 195A, 195B and 195D and for its Odyssey Mentoring courses GOVT 198A and 198B. Each of these courses is supervisory in nature. Following discussion, LaRocco made and Roberts seconded a proposal to approve the Government Department's request. The Committee agreed.

5. Subcommittee reports, discussion and action

- a. Subcommittee I (Roberts, Jones, Mayes) is considering a new ARTP policy from the Department of Gerontology. It is waiting for a response from Teacher Education to clarify language in its proposed change pertaining to electronic submission of student evaluations.*
- b. Subcommittee II (La Rocco, Dube): The Department of English is working on suggestions arising from discussion at the Committee's last meeting about inclusion of additional language in their document. The subcommittee is waiting for a response from Education Leadership and Policy Studies to clarify language in its proposed change to electronic submission of student evaluations.* Proposed changes to the ARTP documents of the Departments of Anthropology and Art are pending in the units.
- c. Subcommittee III (Turrill, Dammel, Shaw): The Subcommittee is considering proposed changes to the ARTP documents of the Departments of History and Biological Sciences.
- d. Subcommittee IV (Dillon, Hall, Gee): The Subcommittee is considering proposed changes to the ARTP documents of the College of Business Administration and the Marketing and Supply Chain Management Area in the College of Business Administration. Proposed changes to the ARTP document of the Department of Speech Pathology and Audiology have been returned to the unit for suggested revisions. Proposed changes to the ARTP document of the Department of Child Development* are pending in the unit.

*Note: The College of Education is in the process of preparing a new ARTP document to reflect its new organizational structure.

6. Dillon invited the Committee's attention to the proposed academic calendars for AY 2015-16 and 2016-17 with a request that the Committee members consider their possible effect on the RTP process and acquaint the faculty in their Colleges with the proposed calendars.

Adjournment

The Committee adjourned at 4:10 p.m. It will reconvene on Tuesday, April 15, 2014, in Mendocino 4003. The meeting of Tuesday, May 6, 2014, will be in Riverside (Engineering) 2018. It will include the organizational meeting of the 2014-15 Committee followed by the regular meeting of the 2013-14 Committee.

These minutes were prepared by Marsha Dillon.