



**UNIVERSITY APPOINTMENT, RETENTION, TENURE
AND PROMOTION COMMITTEE
MINUTES OF THE MEETING OF NOVEMBER 16, 2015**
Approved: December 7, 2015

1. Call to Order:

The Chair called the meeting to order at 3:04 pm.

2. Roll Call:

Roll was taken.

Voting Members: Dube (absent), Endriga, Hall, Jones, LaRocco, Mayes, Noel (absent), Parsh, Roberts (absent), EDU Representative (vacant), ECS Representative (vacant), Counseling Representative (vacant)

Non-Voting/Ex-Officio Members: Bowie (absent), Garcia, HR Representative (vacant), ASI Representative (vacant)

3. Approval of the Agenda: The agenda was approved as published.

4. Announcements

- **Ex-Officio HR Representative:** Dr. Honeycutt is no longer with the University. LaRocco will contact VP Lovely regarding designating an interim HR representative and how HR will handle reviews of pending RTP documents.
- **UARTP Committee Procedures/Processes:** LaRocco and Garcia will meet the week of Nov 23 re: ARTP document pending documents list, procedures and time line.
- **December Meetings:** The Committee will meet on Dec 7 and will then adjourn until spring semester.

5. Approval of the Minutes –

- **November 2, 2015:** The minutes were approved as published.

6. Amendments to UARTP Policy Section 6.06 and Section 6.08: A motion was made to adopt the amendments to 6.06 and 6.08. The amendments will be forward to the Executive Committee for their January meeting.

7. Subcommittee Reports and Action

Subcommittee One (*Endriga, Jones, Roberts*):

- **Geology:** The Subcommittee needs to meet with HR.
- **Mechanical Engineering:** LaRocco and Hall have received a revised document from the Department. The Subcommittee is reviewing.
- **Social Work:** The Subcommittee has completed their review recommending unconditional approval of the document as amended. The Committee agreed.
- **Speech Pathology and Audiology:** The document was returned to the unit for revision.

Subcommittee Two (*Dube, LaRocco, Noel*):

- **English:** The document was returned to the unit for revision.
- **Mathematics and Statistics:** The Subcommittee is waiting on a response from the unit.
- **Physics and Astronomy:** The document has been forwarded to the Provost for review and approval.
- **College of Education:** The document was returned to the College for revision.

Subcommittee Three (*Hall, Mayes, Parsh*):

- **Finance Area:** The Subcommittee is waiting on a response from the unit.

8. **Composition of UARTP Committee:** The Committee discussed the membership and whether or not additional members are needed. The members were asked to consult with their colleagues regarding expanding membership to probationary faculty and amending the cutoffs that determine the number of representatives. LaRocco will request information from HR on the number of probationary faculty for discussion on Dec 7 and will also consult with VP Mills regarding the counseling position.
9. **Electronic Submission of WPAFs:** LaRocco had not received a updated from ACIO Miller on project funding. LaRocco will follow-up with the Provost.

10. Other Business: None

Adjournment: 5:00 pm.