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**UNIVERSITY APPOINTMENT, RETENTION, TENURE  
AND PROMOTION COMMITTEE**

**MINUTES OF THE MEETING OF OCTOBER 17, 2016**  
*APPROVED: NOVEMBER 7, 2016*

**Call to Order:** The meeting was convened by Professor Matt Schmittlein, Faculty Senate Vice Chair at 3:05 pm.

**Roll Call:** Roll was taken.

Voting Members: Dube, Endriga, Fell (absent), Hall (absent), Jones, Noel (absent), Roberts (absent), Thakur, A&L Representative (vacant), EDU Representative (vacant), Counseling Representative (vacant). HHS Representative (vacant)

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

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

**Minutes:** The meeting minutes of October 3, 2016 were approved as published.

**Election of Committee Chair:** The Committee was not able to elect a Chair and referred the matter to the Faculty Senate Chair.

**Nursing Proposal:** The Committee reviewed the draft response and noted minor editorial edits. Professor Dube will finalize document.

**Committee Membership:**

- The Colleges of Arts and Letters and Education are working on identifying a faculty member to serve. The Committee requested the Senate Analyst follow-up with the Engineering and Education members regarding their availability to serve on the Committee.
- The Committee discussed the membership criteria and draft 3 or 4 suggestions for discussion at the Nov 7 meeting.

**Subcommittee Reports:**

- Pending Unit Reviews: The Senate Analyst will request updates from the Units.
- HR Reviews: Geology will be forwarded to Hurley for review.

**Department/Division Chair Policy Referral:** The Committee requested the Senate Chair be advised that the Committee's review of the referral has been delayed due to the absence of a Committee Chair. The Committee will discuss the issue at their Nov 7 meeting. In the absence of a Chair, acting as a Committee of the Whole, it will attempt to provide a response to the Senate Chair by the end of Fall Semester.

**Adjournment:** The meeting was adjourned at 5:00 pm.