SACRAMENTO STATE
Faculty Senate

UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

Monday, March 5, 2018
3:00 – 5:00 pm, 275 Sacramento Hall

MEMBERS

Tanya Altmann, Nursing (HHS) (Absent)
Chris Boosalis, Graduate and Professional Studies (EDU) (Conference Call)
Rebecca Cameron, Psychology (SSIS)
Leilani Hall, Library
Ernie Hills, Music (A&L) (absent)
Marlyn Jones, Criminal Justice (HHS)

Boatamo Mosupyoe, Ethnic Studies (SSIS)
Ahmed Salem, Computer Science (ECS) (absent)
Sudhir Thakur, Finance (CBA)
Jim Wanket, Geography (NSM)
David Zuckerman, Communication Studies (A&L)
Vacant Representative Seat: Counseling (1)

NON-VOTING/EX-OFFICIO MEMBERS

Julian Heather, Chair, Faculty Senate
Brian Oppy, Associate VP for Faculty Advancement

MINUTES
APPROVED: APRIL 2, 2018

1. **Call to Order:** The meeting was called to order at 3:07 pm.

2. **Open Forum:** No items.

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

4. **Approval of the Minutes – February 5, 2018** The minutes were approved as published.

5. **Spring UARTP Meetings:** April 2 and 16, and May 7

6. **Unit ARTP Policy Amendments Status Report:** The report was reviewed.

   As part of the process for review of amended Unit ARTP policies, the Subcommittee and the AVP for Faculty Advancement will meet to discuss policy amendments once the Subcommittee has completed their initial review, prior to the Subcommittee forwarding comments to a Unit.

7. **Electronic Student Evaluations Memo to Units Update:** The Senate Analyst will follow-up with Units that have not responded.

8. **Electronic WPAFs Next Steps:**

   Survey: The Committee discussed developing an instrument to be send out to faculty to evaluate their buy-in. The Chair advised that an Ad Hoc committee previously consulted with faculty in each college to assess buy-in.

   e-WPAF's in general: At the Feb 5 meeting, the Committee decided that AVP Oppy and the UARTP Chair should meet and consult with the Provost about her support of the electronic submission of the WPAF. At the March 5 meeting, AVP Oppy reported that he met with and asked the Provost if she was willing to support the electronic WPAFs project. He stated that the Provost requested additional information, whether there is there an approved Systemwide software, and the cost of the project. AVP Oppy then advised that he met with the Provost, without participation of the UARTP Chair, and that he had scheduled two vendor demos (Interfolio and OnBase) for March 9. The UARTP Chair was unavailable to attend the demos due to prior commitments.

   File Review: The UARTP Chair advised the Committee that the most recent change to the WPAF were requested by Provost Harmsen. This change was submitted from the UARTP Committee to the Faculty Senate for formal approval and adoption. After the President's approval, the changes were then disseminated to the faculty University-wide.

   AVP Oppy stated that the Provost receives Binder #1 and that if a faculty's WPAF consists of multiple binders, they expect that Binder #1 demonstrate evidence of the faculty's work. He notes that he and the Provost feel the instructions to faculty needs updating so that faculty are aware of the change. The Provost may also feel that clearer standards for the evidence is required. The Committee discussed the importance of the Shared Governance process, and reiterated the importance of faculty being duly advised of amendments to the University ARTP Policy.

   AVP Oppy stated that each individual receives written feedback from the Provost. The Provost has verbally communicated with the Deans her expectations. The Committee discussed that these changes have not been consistently articulated to faculty from the Deans, the UARTP Committee, or the Senate. The Committee Chair noted that pursuant to CBA 15.3 a faculty member should only be evaluated on items of which they have been advised through the Shared Governance process. AVP Oppy expressed concern that "the Committee was making a mountain out of a mole hill".

   The faculty member has responsibility for the WPAF and the Dean's Office keeps the PAF. The Committee raised concerns about apparent changes to expectations of the WPAF's content and if expectations were in place that people were not advised of when submitting their document?

   Due to the nature of the subject areas in the various colleges, types of scholarly and creative evidence in the WPAF is difficult to standardize across the University, consequently, home-rule has been the policy.

   > *A motion was made, seconded, and carried that the UARTP Chair drafts a memo to the Provost requesting that she operationalize the term "sufficient evidence of scholarly and creative activity" for personnel files, as well as clarification on shared governance and the process for communicating changes per the UARTP Committee Flow Chart.*
   > *Carrried.*

   Questions were raised about the requirements of the faculty member's WPAF. The Committee discussed the following points:
   - Ask the Provost to clarity what evidence she expects in each file.
   - Ask the Provost to clarify expectations that are not currently in the University ARTP policy.

Adjournment: 4:55 pm