

# UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

Monday, September 18, 2017  
3:00 – 5:00 pm, 275 Sacramento Hall

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## MEMBERS

Tanya Altmann, Nursing (HHS)  
Chris Boosalis, Graduate and Professional Studies (EDU) (absent)  
Rebecca Cameron, Psychology (SSIS)  
Leilani Hall, Library  
Marlyn Jones, Criminal Justice (HHS)  
Ahmed Salem, Computer Science (ECS)  
Sudhir Thakur, Finance (CBA)  
Jim Wanket, Geography (NSM)  
David Zuckerman, Communication Studies (A&L)  
Vacant Representative Seats: A&L (1), SSIS (1)

## NON-VOTING/EX-OFFICIO MEMBERS

Julian Heather, Chair, Faculty Senate (absent)  
Dianne Hyson, Associate VP for Faculty Advancement (Interim)

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## MINUTES

*APPROVED: OCTOBER 2, 2017*

1. **Call to Order**
2. **Open Forum:** No items.
3. **Approval of the Agenda:** The [agenda](#) was approved as published.
4. **Introductions:** The Committee introduced themselves.
5. **Vice-Chair Election:** Leilani Hall was elected to serve as Vice Chair.
6. **Committee Meeting Schedule**
  - **Fall 2017:** Sept 18, Oct 2 and 16, Nov 6 and 20, and Dec 4
  - **Spring 2018:** Feb 5 and 19, March 5, April 2 and 16, and May 7
7. **Committee [Membership:](#)** The Colleges of Arts and Letters and of Social Science and Interdisciplinary Studies are working to fill their vacant seats.
8. **UARTP Committee Handbook:** The Committee members will review the handbook and provide feedback to the Chair and Senate Analyst by September 27.

### Discussion:

- **Appendix D: University ARTP Policy Sections Permitting discretion to Academic Units Regarding Policy and Procedures:** Zuckerman asked if additional areas in the policy should be identified. Garcia stated that if the Committee wishes to include this document in the Call to Units regarding revisions to Unit documents for 2018/19 then it will need to be updated and finalized by the October 16 meeting.
- **Work Group:** A Work Group was established (Jones, Zuckerman, Cameron, Thukur) to discuss a more standardized and canned responses to frequently asked questions.

- **Expedited Reviews:** The Committee will review the process for Expedited Reviews discuss and what did and didn't work. Zuckerman referred to the model the IRB uses for expedited reviews as a potential model for adoption.

9. **Subcommittee Assignments** –Jim Wanket will be assigned to Subcommittee I.

10. **UARTP Document Review Flow Chart**: The Chair reported that she had discussed with the Provost an automated process, similar to the Curriculum Flow process, to stream line unit documents through the the UARTP Committee review process and transfer to other levels such as Academic Affairs.

The Flow Chart was recently updated to reflect the change from HR to Academic Affairs' new AVP for Faculty Advancement. The Committee was asked to review the document and provide feedback to the Chair and Senate Analyst by September 29. The Committee briefly discussed the language in the University ARTP Policy and the CBA regarding who is responsible for Personnel Matters – President, or designee.

11. **Unit ARTP Policy Tracking Report** Garcia provided an update on the pending reviews.

12. **2016/17 Guidelines for Submitting Unit / College ARTP Document, Dec 2016**: The Committee was provided with the history and purpose of the document. The Committee will review the document and submit edits, if needed, by September 27 to the Chair and Senate Analyst. The document will be finalized at the next meeting and will be included in the Call that will go out to Units for submitting amendments of ARTP Policies and Procedures to Govern AY 2018-2019.

Questions:

- Does a Unit's ARTP policy need to be a stand-alone document or may it be included in a department's document: *It needs to be a stand-alone document.*
- If a unit references another document in their ARTP policy, does a copy of that document need to be provided. *Yes, a copy of the document needs to be provided, and referenced in the Appendix.*
- Does a Unit need to have separate ARTP documents for full-time and part-time faculty? *Two documents is preferred.*

Discussion:

The Committee discussed ways to better inform and assist Units when revising their ARTP policy.

- Offering workshops in December and early February to assist Units when revising their ARTP policy.
- Offer workshops that cover a specific area.
- Ask the Unit Chairs what they want to know and who is planning on revising their unit document.
- New Chair training in general.
- Video tape a session and post.

The Committee was asked to compile a priority list for discussion at the next meeting.

13. **Electronic WPAFs**: The Committee asked the status of the project and the pilot. Garcia will provide historical information to Jones and Hyson. The item will be placed on a future agenda.

14. **Adjournment**: The meeting was adjourned at 4:35 pm.