

**UNIVERSITY APPOINTMENT, RETENTION, TENURE
AND PROMOTION COMMITTEE**
MINUTES OF THE MEETING OF FEBRUARY 15, 2016
Approved: March 7, 2016

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 (absent), Roberts (absent), EDU Representative (vacant), ECS Representative (vacant), Counseling Representative (vacant)

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

3. Approval of the Agenda: The agenda was amended to move item 8 Subcommittee Reports and Action to follow the approval of the Minutes. The agenda as amended was approved.

4. Announcements

- **UARTP Membership:** HHS representative Bridget Parsh will need to step down as of Fall 2016 and may not be able to attend the remainder of spring meetings..
- **Call for Membership:** Garcia will be sent out and completed by May 1 for the 2016/17 Organizational meeting.
- **March Meeting:** The Committee will meet only once in March on the 7th due to Spring Break the week of March 22. VP Mills will attend the March 7 meeting for discussion of the Counseling Unit item.
- **New Guidelines/Transmittal Form:** The documents were included with the Call that was sent out.
- **Pending Documents:** LaRocco and Garcia are working on the 2015 list.
- **UARTP 6.06 and 6.08:** The items received a First Reading at the February 4 Senate meeting and are scheduled for a Second Reading on February 18 or March 3. LaRocco reported that an amendment to exclude the Department Chair may be presented to the Senate for consideration.

5. Approval of the Minutes

- **[February 1, 2015](#):** The minutes were approved as published.

6. Subcommittee Reports and Action

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

- **Geology:** The Subcommittee will schedule a meeting with VP Lovely for HR's review.
- **Mechanical Engineering:** The document was returned to the Unit on November 19, 2015.
- **Social Work:** Approved by the Provost.
- **Speech Pathology and Audiology:** HR review in process.

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

- **English:** The Subcommittee is reviewing revisions from the Unit, submitted Feb 2016.
- **Library:** The Subcommittee is reviewing the document.
- **Mathematics and Statistics:** The Subcommittee is waiting on a response from the unit. The Subcommittee's last communication with the Unit was in May 2015.
- **Physics and Astronomy:** The document has been forwarded to the Provost for review and approval. See #8 below.
- **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. Last communication with the Unit was on November 2, 2015.

7. **Electronic Submission of WPAFS:** The Provost is researching the status of the proposal.
8. **Post Tenure Review:** The Committee discussed possible conflicts between the CBA and UARTP policy and asked LaRocco to draft policy language to be in compliance with the CBA. The item will be placed on the March agenda.
 - *CBA - Section 15.35 Periodic Evaluation of Tenured Faculty Unit Employees: Need to discuss "appropriate administrator".*
 - *UARTP - Section 9.06: Periodic Evaluation of Tenured Faculty:*
 - *Issues: Department Chair role Appropriate Administrator*
9. **Department of Physics ARTP Document – Interim Provost's Suggested Changes:** The Provost approved the changes to the Unit's RTP document pertaining to hiring committees and the RTP committee. Provost Lee also requested consideration of revisions to Section 4.4 Scholarly and Creative Activity, 4.4.1 and 4.4.2. be considered. Subcommittee II will communicate with the Unit on the suggested revisions.
10. **Composition of U-ARTP Committee:** A motion was made, seconded and carried to refer the item to the 2016/17 Committee.
11. **Depository for ARTP Documents:** This item was not addressed.

Adjournment: 4:55 pm.