

**UNIVERSITY APPOINTMENT, RETENTION, TENURE
AND PROMOTION COMMITTEE
MINUTES OF THE MEETING OF APRIL 18, 2016**
APPROVED: MAY 2, 2016

1. Call to Order

The Chair called the meeting to order at 3:05 pm.

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

3. Roll Call:

Roll was taken.

Voting Members: Dube, 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, Hurley, Lovely, ASI Representative (vacant)

4. Announcements

- The amendments to the CBA and Sections 6.06 and 6.08 have been approved and will be forwarded to HR for posting to the UPM.
- The Committee's last meeting for spring semester will be on May 2 and will be held in the CBA Dean's Conference Room. The Committee will determine if summer meetings are needed.

5. Approval of the Minutes – [April 4, 2016](#): The minutes were approved as published.

6. HR update: HR is partnering with the guardian scholar on campus (students who have spent time in the Foster Care system); Athletics needs to have a RTP process, they have an evaluation form but no criteria. The program has unique situations, especially with regard to appointments of Assistant Coaches and Assistant Managers. Athletics is under Subcommittee I. Jake offered to work with Athletics and Marya.

7. Post Tenure Review

Jason Cowell, CFA Representative was invited to the meeting to address Committee member's questions regarding Post Tenure Review.

CBA Section 15.35

- a. UARTP Policy Section 9.06:** Amendments to the policy were discussed. The Committee directed the Chair to send out the draft rewrite of Section 9.06 to Deans and Department Chairs for feedback.

8. Subcommittee Reports and Action

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

- **Communication Studies:** The Unit was asked to provide the full document so that the subcommittee could evaluate the full document for compliance with the UARTP policy and the CBA.
- **Geology:** The document was returned to the Unit to properly handle the voting rights of FERP faculty members and to also format their document to comply with the new format guidelines.
- **Mechanical Engineering:** The document was returned to the Unit on November 19, 2015. The Unit will be asked format their document to comply with the new format guidelines.
- **Social Work:** Approved by the Provost, January 21, 2016.
- **Speech Pathology and Audiology:** The unit will be asked for the track changes before HR and the Committee.

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

- **Art:** The Unit will be working on amending their document for submission in 2016/17.
- **English:** A motion was made, seconded, and carried to approved the English document and forward to the Provost for action.
- **History:** Subcommittee I was not able to complete the review of the Unit's document last spring. Subcommittee II will complete the review.
- **Library:** The document was referred back to the Unit for edits.
- **Mathematics and Statistics:** The Unit plans on forwarding the amended document in April. Dube will request the Unit submit their document in the appropriate format.
- **Physics and Astronomy:** A motion was made, seconded, and carried to approve the document and forward to the Provost for action.
- **College of Education:** The document was returned to the College for revision last October. Garcia will check to see who the contact person for Education and report back.

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

- **Ethnic Studies:** The document was sent to the Unit for amendments.
- **Finance Area:** The Unit submitted an updated document but it does not reflect the correct format. The Unit will be asked to provide a document that complies with the UARTP Format Guidelines.
- **Humanities and Religions studies:** The Unit submitted March 22. The document has been forwarded to the Subcommittee and HR.
- **Women's Studies:** The document has been forwarded to the Subcommittee and HR.

8. **Depository for ARTP Documents:** A Work Group was formed to work over the summer on the project. Members are: LaRocco, Garcia, Endriga, Hurley, and Solis.

9. **Electronic submissions of WPAF's Pilot Project:** No report.

11. **Other Business**

12. **Adjournment**