

**UNIVERSITY APPOINTMENT, RETENTION, TENURE  
AND PROMOTION COMMITTEE  
MINUTES OF THE MEETING OF NOVEMBER 2, 2015**

*Approved: November 16, 2015*

**1. Call to Order:**

*The Chair called the meeting to order at 3:04 pm.*

**2. Roll Call:**

*Roll was taken.*

Voting Members: Dube, Endriga (absent), 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, Honeycutt, ASI Representative (vacant)

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

**From the Chair:**

- **Electronic Submission of WPAF:** AVP Miller will follow-up with the Provost regarding the status of the funding request for the project.

**4. Approval of the Minutes –**

- [September 21, 2015](#): The minutes were approved as published.
- [October 5, 2015](#): The minutes were as approved as published.

**5. Amendments to UARTP Policy Section 6.06 and Section 6.08:** Minor edits were suggested to the proposed revisions. The revised document will be forwarded to the Committee for review and placed on the Nov 16 agenda.

**6. Subcommittee Reports and Action**

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

- Division of Social Work: The Subcommittee is reviewing the document.
- Department of Speech Pathology and Audiology: Document returned to the unit for revision.
- Department of Mechanical Engineering: LaRocco met with the Department Chair and reported that the Department will be requesting a deviation for policy. Document is in the unit for revisions and vote.

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

- Department of English: The document was returned to the unit for revision.
- Department of Mathematics and Statistics: The Subcommittee is waiting on a response from the unit.
- Department of Physics and Astronomy: The Subcommittee recommended unconditional approval of the proposed changes to the unit's document. The Committee adopted the Subcommittee's reports MSC 5-0-0.
- 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.

**7. Review and Overhaul of ARTP Policy:** The Committee will take no action at this time on this item.

**8. Composition of UARTP Committee:** The committee is waiting on a report from HR. The item will be placed on the November 16 agenda.

**9. Evaluation Committees:**

- **Justifications for Ratings and Letter Writing (CBA):** LaRocco reported that the CBA faculty expressed concern to their Interim Associate Dean (IAD) regarding the lack of advice and recommendations a faculty member receives from their primary committee.
- **ECS Inquiry:** The College of Engineering and Computer Science asked if they can have a policy that says that all that needs to be written in the letters is the secondary committee concurs with the primary committee. The answer was that the Secondary Committee must give reasons and justification for the evaluation per UARTP Policy.
- Consensus reached not to address evaluation letters at this time.

**10. Other Business:** None

**Adjournment:** 4:45 pm.