

**UNIVERSITY APPOINTMENT, RETENTION, TENURE
AND PROMOTION COMMITTEE
MINUTES OF THE MEETING OF DECEMBER 7, 2015**

Approved: February 1, 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, Endriga, Hall, Jones, LaRocco, Mayes (absent) Noel, Parsh, Roberts (absent),
EDU Representative (vacant), ECS Representative (vacant), Counseling Representative (vacant)

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

Guest: Jason Conwell, California Faculty Association

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

4. Announcements

- The Committee will not meet again until February 1, 2016.
- February 1 Agenda Items: Memos for Promotion Funds for Spring 2016 and RTP deadlines for the 2016-2017 AY will be reviewed.
- UARTP Policy amendments to the CBA and Sections 6.06 and 6.08 will be forwarded to the Senate in January, requesting placement on the February 4 Senate agenda. The Committee will receive a copy of the email with attachments so that they can circulate to their colleagues.

5. Approval of the Minutes

- [November 16, 2015](#): The minutes were approved as published.

6. Subcommittee Reports and Action

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

- **Geology**: HR review needs to be completed.
- **Mechanical Engineering**: The document has been returned to the Unit.
- **Social Work**: The document will be forwarded to the Provost for review and approval.
- **Speech Pathology and Audiology**: The Committee will meet with HR.
- **Library**: The document is with the Subcommittee for review.

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

- **English**: The document was returned to the unit for revision.
- **Mathematics and Statistics**: The Subcommittee is waiting on a response from the unit.
- **Physics and Astronomy**: The document has been forwarded to the Provost for review and approval.
- **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. **Evaluation Criteria for Counselors/Counselors' Policy:** At the beginning of the discussion, LaRocco clarified that the UARTP Committee can only address ARTP policy and not pending grievances. Questions and discussion included:
- What is the current ARTP Policy governing the counseling unit? A document dated Spring 1997 was distributed immediately before the meeting. Should the UARTP Committee encourage the faculty unit to update this policy?
 - How should counseling unit faculty be evaluated, given that the faculty members are on one year contracts except for one tenured counselor.
 - If counselors are temporary unit faculty members, then ARTP Policy requires evaluation by a peer review committee consisting of tenured faculty. (To comprise the committee, the counselor unit would have to elect tenured faculty from other departments.) (Who votes for this Committee? The single tenured faculty member?)

The discussion will be tabled until the February meeting to allow time for VP Lovely to review the new evaluation criteria for Counselors and to consult with VP Mills.

8. **Composition of UARTP Committee:** No changes will be made to the UARTP members in regards to the Counseling faculty representative and the student representative. The Committee discussed adding Probationary faculty with some minimum years of service.
9. **Electronic Submission of WPAFs:** The Committee discussed doing a survey to determine interest in the project and postponing a Pilot until the 2017/18 AY, per communication from AVP Miller. LaRocco to consider inviting the Provost and Miller to a February meeting.

10. **Other Business:** None

Adjournment: 5:00 pm.