



SACRAMENTO STATE

Faculty Senate

UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

MINUTES OF THE MEETING OF MARCH 6, 2017

Approved: April 3, 2017

Call to Order: Meeting Convener, Smile Dube called the meeting to order at 3:00 pm.

Roll Call: Roll was taken.

Voting Members: Altmann, Boosalis (absent), O’Hara, Dube, Endriga, Hall, Jones, Roberts (absent), Thakur, Zuckerman, ECS Representative (vacant), Counseling Representative (vacant).

Non-Voting/Ex-Officio Members: Garcia, Hurley, ASI Representative (vacant)

Approval of the Agenda: Approved

Minutes - February 6, 2017: Approved

Referral: Role and Responsibilities of the Department/Division Chair Policy: The Committee’s response was finalized and will be forwarded to the Faculty Senate Chair.

Model for Distribution: The document was approved and will be forwarded to the President.

ARTP Deadlines for AY 2017-2018 Memo: The document was approved and will be forwarded to the President.

Committee Membership: The Call for the UARTP Committee - Election of Faculty Representatives will be sent to Colleges the week of March 20. Based on data from Human Resources the Colleges will be entitled to the following number of representatives.

College	Number of Representatives	Change from 2016-2017
A&L	2	+1
CBA	1	None
EDU	1	-1
ECS	1	one
HHS	2	none
NSM	1	none
SSIS	2	none
Library	1	none

- **Subcommittee Assignments:** The following new members were assigned to Subcommittees.
 - Subcommittee I: Karen O’Hara
 - Subcommittee II: Chris Boosalis

WASC Line of Inquiry Referral: The members will review the draft document and provide edits to Marya Endriga by March 8. The members will approve the final version via email.

Unit RTP Policies:

- **Athletics:** The work on the document is on hold due until the new Director is hired. A Committee member will be assigned to work with the Unit and VP Hurley on the draft document.
- **Counseling Unit:** Marya Endria will continue working with the Unit and VP Hurley on the draft policy.
- **Geology:** The Unit will be contacted to request that “Retention and Promotion” be removed from the title of both document. The Committee approved both documents contingent on the modification of the titles. The amended policies would then be forwarded to the Provost.
- **Mechanical Engineering:** The document will be returned to the Unit for a faculty vote.

- **Approved Policies:** The following Unit documents were approved and will be forwarded to the Provost:
 - Humanities and Religious Studies
 - Women’s Studies
 - Finance Area
 - Library

- **Pending Unit Documents:** A memo will be drafted regarding the status of unit documents for review at the next Committee meeting.

CBA Inquiry: The Committee discussed CBA’s question as to whether the COW members should have access to all of the applicant materials. After consulting with HR and UARTP policy Section 6.06, the Committee concluded that the Screening Committee first reviews all applicants in the pool to identify a subset of candidates. Then the COW reviews all application materials for that subset (but not the entire pool). Smile Dube will prepare the response.

HR Update: Hurley will be discussing the new Department Chair Orientation with the Provost and will then follow-up with the Committee.

Provost: The Provost will be invited to attend a Committee meeting this spring.

RTP Unit Documents – Review Cycle: The Committee will discuss, at a future meeting, a more proactive approach to the cycle of review, and how to address Unit documents that do not comply with the UARTP Policy and the CBA.

UARTP Workshop: The Committee discussed the need to better inform Units regarding the process for updating their Unit RTP Policy and holding a workshop in the fall.

Adjournment: The meeting was adjourned at 4:55 pm.