SACRAMENTO STATE
Faculty Senate

UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

MINUTES OF THE MEETING OF DECEMBER 5, 2016
Approved: February 6, 2017

Call to Order: Meeting Convener Marlyn Jones called the meeting to order at 3:10 pm.

Roll Call: Roll was taken.
Voting Members: Altmann, Dube, Endriga, Hall, Jones, Roberts (absent), Thakur (absent), Zuckerman, EDU Representative (vacant), ECS Representative (vacant), Counseling Representative (vacant).

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

Approval of the Agenda: The agenda was reordered (see below). The agenda as amended was then approved.

1. Approval of the Agenda
2. Minutes: November 21
3. Referral: Role and Responsibilities of the Department/Division Chair Policy
4. HR Update
5. Draft Annual Call for Amendment of ARTP Policies and Procedures Governing AY 2017/2018
6. Draft UARTP Committee Guidelines for Submitting Unit / College ARTP Documents
7. Policy Inquiries: College of Business Administration
8. Subcommittee Updates (UARTP Tracking Report)
9. Other Business

Minutes: Approval of the meeting minutes of November 21, 2016 were postponed until the next Committee meeting. They were not attached to the agenda for members review.

Referral: Role and Responsibilities of the Department/Division Chair Policy: At the November 21 meeting, the Committee consulted with University Counsel, Jill Peterson, as to whether lecturers may vote for department chair, a grievance first settled at CSU Fresno. Hurley stated that a response is expected from University Counsel this week and that UARTP Committee would be notified.

HR Update:
- Hurley plans to attend more UARTP meetings, improving consultation and communication with the Committee. Hurly left for another meeting at 3:50 p.m.
- Hurley stated that there are 69 approved faculty positions and not all departments comply with AA/EOR requirements or UARTP Policy 6.06 options and 6.08. HR requires compliance. It's

important for UARTP to stress revisions to unit document policies and procedures, perhaps allowing expedited consideration again this year.

- Hurley plans on holding Chair Workshops, dedicating at least one to UARTP Policy and stated that he would invite the UARTP Committee to this workshop.

Draft Annual Call for Amendment of the ARTP Policies and Procedures Governing AY 2017/18: The memo was reviewed and minor edits were suggested.

Draft UARTP Committee Guidelines for Submitting Unit/College ARTP Documents: The Committee's suggested revisions and comments are provided below:

- Add page numbers;

- II. 1: Organization of Document, Title page – include date of faculty approval.

  There was a discussion on what "Unit's amendment date" meant considering that documents are often shuttled back and forth several times between the unit and subcommittee before revisions are complete. It would be helpful to note the various revisions in the file name so the most current version is obvious to the unit and subcommittee. (Note: not all revisions require a faculty vote of approval, only the final version with substantive changes that is submitted for UARTP/HR and Provost's approval.)

Policy Inquiries: College of Business Administration: An inquiry was received in early Fall for comment on Search Committee of the Whole members being allowed to view the complete files of the candidates selected by the Steering Committee, not just the vitae as HR has stated. The UARTP Committee was unclear on the status of this request as the search is underway. Since applicants' documents are electronic, confidentiality is paramount. Have those Search Committee of the Whole members seeking access to the applicants' documents undergone campus Confidentiality training?

Subcommittee Updates (UARTP Tracking Report): Several updates are due to be included in the tracking report for the next meeting.

Adjournment: The meeting was adjourned at 5:10 pm.