



UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

Monday, September 17, 2018
3:00 – 5:00 pm, 275 Sacramento Hall

MEMBERS

Tanya Altmann, Nursing (HHS)	Boatamo Mosupyoe, Ethnic Studies (SSIS) Absent
Chris Boosalis, Graduate and Professional Studies (EDU)	John Johnston, Civil Engineering (ECS) (18/19 AY)
Rebecca Cameron, Psychology (SSIS)	Ahmed Salem, Computer Science (ECS)
Lisa Roberts, Library	(On Leave-18/19 AY)
Ernie Hills, Music (A&L)	Sudhir Thakur, Finance (CBA)
Marlyn Jones, Criminal Justice (HHS)	Jim Wanket, Geography (NSM) (Sabbatical F 2018)
	David Zuckerman, Communication Studies (A&L)
	Absent
	Vacant Representative Seat: Counseling (1)

NON-VOTING/EX-OFFICIO MEMBERS

Ántonia Peigahi, Chair, Faculty Senate
Brian Oppy, Associate VP for Faculty Advancement

MINUTES

APPROVED: OCTOBER 1, 2018

- 1. Call to Order:** 3:02 pm
- 2. Welcome:** The Chair welcomed the members and introductions were made.
The Senate Chair, Ántonia Peigahi, thanked the members for their service and stated that the Senate Chair and the Executive Committee support their work.
- 3. Membership:**
 - ECS: Professor John Johnston will serve as the college representative while Professor Salem is on leave for the 2018/19 AY.
 - NSM: Professor Wanket is on sabbatical for Fall 2018. The College is working on filing the vacancy for fall.
- 4. Open Forum:** No items.
- 5. Agenda:** Approved as published.
- 6. [Minutes – May 7, 2018:](#)** Approved as published.
- 7. Vice Chair Election:** Rebecca Cameron was elected to serve as Vice Chair for the 2018/19 AY.

8. **UARTP Subcommittee Assignments:** The Chair explained that the review of Unit ARTP policies are assigned based on the workload of the Subcommittees. The Subcommittee Unit Assignments is used to help guide workload. A Committee member will not participate in the review of their Unit's policy. The document will be updated to add John Johnston to Subcommittee III.
9. **UARTP Committee Status Report:** Garcia provided an update on the reviews. Subcommittee Chairs were asked for an update and timeline for bringing reviews to the UARTP Committee as a whole to review amended policies. The Chair requested: 1) Subcommittees complete pending reviews this fall so the Committee may act on them before the end of Fall semester; 2) Subcommittees and the AVP for Faculty Advancement must meet to discuss the review of a unit's document before it is forward to the Unit with requested revisions. 3) Subcommittee Chairs are responsible for communicating with the Unit regarding requested revisions.

Status Reports from Units:

- Garcia will follow-up with the following programs to request a status report: Art, Civil Engineering, Communication Studies, English.
- The Chair will follow-up with Sociology regarding the Provost's requested revisions.

Scheduling Subcommittee / AVP for Faculty Advancement Meetings to review Unit documents:

- Art, Education, English, Gerontology, Mathematics and Statistics, Recreation, Parks and Tourism Administration,

Counseling and Athletics ARTP Policies: UARTP will begin working on the policies during fall semester. It was suggested that the Committee review the Counseling ARTP policy from CSU San Marcos to possibly use as a model.

10. **UARTP Committee Information Workshops:** The workshop assist units in updating their policies. Members that would like to participate in the workshop were asked to contact the Chair.
11. **[Model for Distribution of Funds memo](#):** Approved
12. **[RTP Deadlines for AY 2019-2020](#):**
 - **RTP Deadlines for 2019-2020:** Oppy felt that the AY 201920 dates did not allow time for him and the Provost to review files and for letters to be sent out. The Chair stated that the dates are established by the CBA. Colleges may be guided by the dates but may not go outside of the established CBA dates. Oppy stated that he would consult with the Provost on the dates. The Chair will follow-up regarding UARTP Committee's discretion before any edits are made by the Committee or the Provost.
 - **Other Related Dates – January 21, 2020 beginning of Spring 2020 semester:** A question was raised regarding the date listed for the beginning of the Spring 2020 semester. Garcia will follow-up.
 - **Date Units are notified of RTP Deadlines for AY 2019-2020:** Oppy felt that the date of October 1, 2018 was too early for Units to be notified of the 2019/2020 RTP Deadlines. He stated that last year the Units were notified in the spring. The Chair stated that units have requested notification earlier. The Committee will review the memo again at the October 1 meeting and thereafter forward to the Provost.
13. **Call for Amendment of ARTP Policies to Govern AY 2019-2020:** The Chair stated that the Guidelines are still being worked on. The Committee discussed the new Unit ARTP Policy Title Page and suggested edits. The call and supporting documents will receive a final review at the October 1 meeting.
14. **[Referral: Custodianship of Student Evaluations of Teaching](#):** The Chair advised the Committee of the referral.
15. **Adjournment:** 5:00 pm