May 1, 2014

EFC P&T Committee Final Report

Committee Members: Charles Stanier (chair, term expires May 2015)
Asghar Bhatti (term expires May 2014)
Gary Christensen (term expires May 2016)

EFC Liaison: Jia Lu

General Charge:

The Promotion and Tenure Committee shall be responsible for reviewing and evaluating the criteria for and the appropriateness of all recommendations concerning faculty promotions, tenure, and new appointments in the college and for making such recommendations to the dean and the faculty as it deems necessary.

Specific charges for 2013-2014:

1. The 2012-2013 P&T Committee created a flowchart of promotion and tenure procedure. Finalize the flowchart. Seek input from the Dean’s Office, and ensure that information contained on the flowchart is acceptable to the College (Dean’s Office) and University (Tom Rice’s Office). Consider establishing links on the flowchart to the CoE P&T manual sections that pertain to the specific items in the flowchart.
2. Monitor the implementation of the new CoE post-tenure review policy that has been in effect since Dec 2012. Review the policy, and suggest changes or revisions as necessary.
3. Observation by peers of classroom teaching: The College policy requires that at minimum three sessions must be observed as part of the peer evaluation for teaching for every reappointment, tenure, or promotion review. Report on the adherence to this policy. What happened if/when this policy was not followed? Recommend any changes that are needed.
4. Review and revise, as appropriate, the P&T committee general charge to include the language of monitoring policy adherence in tenure, promotion, and appointment cases.
5. Submit an interim report to the EFC by January 31, 2014 and a final report by April 1, 2014.
6. Recommend charges for the committee to address in the next academic year.

Report:

The P&T Committee was relatively inactive in the 2013-2014 academic year, as Stanier was on Career Developmental Leave in the fall, and service in the form of DGS duties and faculty searches
unfortunately took precedence over the P&T committee duties for the committee chairperson during S2014.

At the February meeting, the following actions were taken:

- Chairperson duties were transferred from Bhatti to Stanier.
- The committee agreed that the flowchart developed in 2012-2013 needed significant revisions or complete redesign to increase the utility to all parties involved in the P&T process. A draft revised flowchart is attached.
- All agreed that the name of the committee should be changed to the P&T Policy committee to reflect the fact that the group has no role in P&T decisions, but rather monitors policies and procedures as they relate to P&T. Furthermore, the general charge of the committee should be updated and changed, but new language was not developed.

Recommended charges for the 2014-2015 year carry forward the incomplete tasks of the 2013-2014 committee.

Recommended charges for 2014-2015

1. Work with the EFC liaison and/or EFC to clarify the general charge of the committee. Develop a proposal for modified wording of the general charge and change of the committee name.
2. Finalize the draft attached P&T flowchart. Seek input from the Dean’s Office, and ensure that information contained on the flowchart is acceptable to the College (Dean’s Office) and University (Tom Rice’s Office). Consider establishing links on the flowchart to the CoE P&T manual sections that pertain to the specific items in the flowchart.
3. Monitor the implementation of the new CoE post-tenure review policy that has been in effect since Dec 2012. Review the policy, and suggest changes or revisions as necessary.
4. Observation by peers of classroom teaching: The College policy requires that at minimum three sessions must be observed as part of the peer evaluation for teaching for every reappointment, tenure, or promotion review. Report on the adherence to this policy. What happened if/when this policy was not followed? Recommend any changes that are needed.
5. Interim and final reports.
6. Recommend charges for the committee to address in the next academic year.
2014-2015 P&T Flowchart

Dossier Submission
September 01

DEO

DCG Internal Evaluation:
Teaching, Scholarship, Service

DEO

DCG External Evaluation:
Scholarship

December 01

DEO

December 15

Dean

Collegiate Consulting Group

Dean

February 01

Provost

Board of Regents