

MINUTES OF SPECIAL MEETING OF ACADEMIC CHAIRPERSONS

February 21, 2006

1. Tod Porter called the meeting to order at 2:05 p.m. in the Gallery of Kilcawley Center.
2. In preparation for the university's accreditation review, Associate Provost Bege Bowers verified the accuracy of two statements in the undergraduate catalog.
3. Tod Porter announced that the Chairpersonss Retreat will be held on September 21 and 22, 2006.
4. Provost Bob Herbert led an open discussion of the tenure process. The Provost offered observations and suggestions, and he solicited comments. He stated that his purpose in discussing the tenure process was not to "raise the bar" for tenure decisions, but rather, to promote consistency and equity. He encouraged attentive mentoring of new faculty by senior faculty members. He stressed the importance of chairpersons' justifying in detail both positive and negative recommendations.

A handout was reviewed to help candidates and chairpersons "make the case" for or against the award of tenure. Both candidates and chairpersons should review the candidate's personnel file at the Office of HR, and a copy of the department's policy governing the award of tenure should be included in the tenure dossier. The candidate should explain the balance of teaching, scholarship, and service expected in her/his assignment and explain her/his performance in these areas. Two chairpersons described "tenure dry runs" used in their departments to advise candidates concerning the submission of tenure papers. The Provost distributed three sample tenure recommendations to provide ideas for preparing such documents.

5. The meeting was adjourned at 4:00 p.m.