



University Tenure Committee
Thursday, September 13, 2018 – 3:00pm
801 Ginger Hall Conference Room

MEETING MINUTES

Chair: To be determined

Members in Attendance: Steve Chen, Chris Holbrook, Teresa Ferguson, Beverly Klecker, Wilson Gonzalez-Espada, and Kim Nettleton.

Member Excused for Attendance: Ahmad Hassan

Two New Members yet to join: Elizabeth Perkins, Lynda Donathan

New Business:

Discussion on the process of new portfolio reviews

- (1) W. Gonzalez-Espada, B. Kleccker, K. Nettleton, and S. Chen all had addressed how review process and recommendation letters were done under different leadership styles of past committee chairs. The committee members had developed the following consensuses.
 - *Select a blocked-schedule on a day to allow a long meeting or discussion before December.
 - *Adopt a template to draft the recommendation letters.
 - *Assign a specific reviewer from each college to review an applicant's portfolio and prepare the draft letter before next meeting
- (2) The committee members were informed by the Chair of Faculty Rights and Responsibilities, L. Lennex about the information of adding new members in replacing B. Reeder and another vacancy.
- (3) The committee members further approved the nomination of new committee chair, S. Chen and chair-elected, W. Gonzalez-Espada.

Preparation of next meeting

- (1) New committee chair will review the updated committee roster, contact all members, address the instruction for obtaining the room key (for entering the meeting room to review portfolios), and schedule an ideal meeting date to collectively evaluate all submitted portfolios and compose the recommendation letters.

Meeting adjourn at 3:50 pm