

Department of Family Development
Tenured Faculty Review Committee Meeting Teleconference
Minutes of Thursday, July 14, 2011
8:15 AM

Call to Order

Chair Kathy Hetzel called the meeting to order at 8:15 a.m.

Certification of Wisconsin Open Meetings Law compliance

Chair Kathy Hetzel posted the agenda for the July 14, 2011 meeting of the Tenure Faculty Review Committee with certified compliance of the requirements of the Wisconsin Open Meetings Law with Mary Detra.

Approval of agenda

A motion was made by Marilyn Herman, second by Judy Knudsen to approve the agenda as distributed. Motion carried.

Roll Call

Present: Kathy Hetzel, Luane Meyer, Marilyn Herman & Judy Knudsen

Approval of June 20, 2011 Minutes from the Tenured Faculty Review Committee

Motion by Judy Knudsen, second by Luane Meyer to approve the June 20, 2011 minutes of the Tenured Faculty Review Committee. Motion carried. Kathy Hetzel will check with the Department Chair, Donna Doll-Yogerst to confirm that the bylaw changes for tenured faculty review, approved at the last annual meeting of the Department of Family Development are posted to the website.

Review Committee Procedures and Responsibilities

Kathy Hetzel provided a verbal explanation of the responsibilities of primary reader, committee members, and tenured faculty members during the review process as well as time consideration. Confirmed all members had ballots for voting and phone and fax contact information.

Kathy Hetzel redistributed the information shared in June with Tenure Faculty Review Committee members regarding Meritorious Service, as follows:

The definition, and “essential elements” of the *meritorious recognition* recommendation. The dialogue was meant to create a common understanding of this concept, prior to making recommendations of faculty members who might be eligible for this recognition. Winnett reminded us all that TFR committee recommendations for *meritorious recognition* are not the only criteria for merit pay increases for faculty members, but that District Directors and Program Areas also play a part in this decision. Factors listed by TFR committee members that were important to consider in regard to making a *meritorious recognition* recommendation included:

- Goes above and beyond the norm
- Takes initiative to do more than would be expected for solid performance
- Shows creativity
- Assumes leadership at multiple levels
- Exhibits growth in learning

- Professional behavior is a model for others
- Mentors new faculty in ways that promote their professional growth
- Commitment to significantly advancing the goals and objectives of the organization
- Demonstrates exemplary programming
- Effects significant impact on community or individual behavior
- Exhibits high level of scholarship that includes in-depth programming and evaluation
- Quality of written documentation is of very high quality

Faculty members prepare their review documentation using the six criteria in Appendix G.1(2): leadership and scholarship in program development and implementation, teaching, applied research and publications, continued professional development as it applies to programming, contributions to the profession and/or the University, and administration of educational and/or research programs. Committee members suggested that the *meritorious recognition* factors bulleted above, be related directly to these six documented criteria. The committee then agreed to use the following general guideline when considering *meritorious recognition* recommendations:

Faculty members being considered for meritorious recognition will exhibit exemplary leadership and scholarship in program development and implementation, **and** will have excelled in two or more of the other five criteria listed in Appendix G.1(2).

Committee Procedure for a Tie Vote

Kathy Hetzel confirmed the following procedure from Dan Hill, Secretary of the Faculty should a tie vote of the committee occur. In order to be adopted, a motion requires a majority of those present and voting in favor of the motion. With an even number on the tenured faculty review committee, a tie vote means the motion fails.

Motion to Convene to Closed Session

Kathy Hetzel made the motion that the Committee convene in closed session per Wisconsin Statutes 19.85(1)(c) to complete the Tenured Faculty Reviews for employees over which the body exercises jurisdiction. Motion second by Judy Knudsen.

Roll Call Vote: Meyer: aye, Knudsen: aye, Hetzel: aye, Herman: aye. Motion to move to closed session approved.

Chair Hetzel announced the Tenured Faculty Review Committee will convene in closed session to conduct faculty reviews for employees over which the body exercises jurisdiction per Wisconsin Statute 19.85(1)(c). We do not anticipate returning to Open Session.

Tenured Faculty Reviews were conducted for Peggy Nordgren and Cyndy Jacoby. .

The committee adjourned from closed session. Next Tenured Faculty Review Committee Meeting will be scheduled in late September or early October with new members joining after September 1, 2011.

Respectfully Submitted,
Marilyn Herman, Secretary