



FACULTY TENURE ADVISORY COMMITTEE

November 26, 2007

Pyle Center

University of Wisconsin-Extension

702 Langdon Street, Rm. 112

Madison, WI 53706-1420

Minutes

The meeting of the Faculty Tenure Advisory Committee was called to order at 9:30 a.m. on November 26, 2007 by Chair Kathleen Eisenmann. Other members present: Mike Ballweg, Paul Olhrogge, Mary Fran Lepeska, Denise Retzleff, Kim Reaman, Jamie Robertson, Frank Emspak, and Tim Rehbein.

Members Excused: Jerry Braatz; Frank Emspak (in the afternoon)

Non-members in attendance: None

Certification of Compliance with Opening meetings laws: Kathy Eisenmann certified to the committee members that the notice requirements of the open meetings law had been met. The door is open.

Approval of March 26, 2007 minutes: Motion by Lepeska; second by Rehbein to approve the minutes of the March 26, 2007 meeting. Motion passed. Voice vote, no negatives. Minutes were approved and placed on file.

Approval of May 21, 2007 minutes: Spelling corrections to Retzleff's name and the word "acclamation" were made. Motion by Ballweg; second by Robertson to approve the minutes of the May 21, 2007 meeting as corrected. Motion passed. Voice vote, no negatives. Minutes were approved as corrected and placed on file.

Brief Orientation for New Members: Kathy Eisenmann read a brief statement in order to orient new members as to the purpose and procedures for committee reviews. Ballweg suggested incorporating the statement in the minutes of the meeting. Eisenmann will do so for the committee's review and approval at the February 2008 meeting. The committee further suggested to Eisenmann that she informally share the statement with the academic department chairs and Standards, Rank and Promotion Committee chairs prior to the approval of these minutes. Eisenmann agreed to do so.

Consideration of FTAC Tips Sheet: The committee reviewed the draft of the 2006/07 tips sheet with suggested revisions. Motion by Ballweg, second by Emspak to eliminate the tips sheet. Discussion of the motion by the committee. Motion carried 6-3 vote.

Review of FTAC Resolution related to Merging the UW-Extension and UW Colleges Faculty

Governance Functions: Eisenmann passed out the resolution passed at the February 2007. Discussion of the resolution was had and no action was taken.

Review and Consideration of Appendices I.B and II.B for Suggested Revisions: Motion by Rehbein to hold over this item to the February and/or March meetings. Second by Lepeska. Discussion. Motion carried on voice vote, no negatives.

Discussion of Faculty Senate Ad Hoc Committee on Scholarship Meeting Request: The committee discussed the invitation and request. Motion by Ballweg to have Eisenmann communicate with appropriate faculty and administrative representatives to encourage the Ad Hoc Committee to include a complete review of the tenure process, including but not limited to the upcoming survey of past tenure participants, information on the FTAC, the SRP from department and the mentoring process. Second by Emspak. Motion carried on voice vote, no negatives.

Meeting recessed at 12:05 p.m. for Lunch

Eisenmann reconvened the meeting at 1:05 p.m. Catherine Neiswender and Ted Bay joined the meeting. Frank Emspak left the meeting at approximately 1:20 p.m.

Review and Request for Promotion of Catherine Neiswender: The committee reviewed Catherine Neiswender's request for promotion to associate professor with tenure. Motion by Robertson; second by Reaman to recommend Catherine Neiswender for promotion to Associate Professor with Tenure. Motion passed on an 8-0 vote by ballot.

Neiswender left the meeting. Jessica Jens joined the meeting.

Review and Request for Promotion of Jessica Jens: The committee reviewed Jessica Jens request for promotion to associate professor with tenure. Motion by Ballweg, second by Lepeska to recommend Jessica Jens for promotion to Associate Professor with Tenure. Motion passed on an 8-0 vote by ballot.

Next Meeting Dates: February 11 and 12, 2008

Meeting adjourned at 4:00 p.m. on motion by Olhrogge; second by Retzleff. Motion passed on voice vote, no negatives. Recorded by Kathy Eisenmann

Attachment

Eisenmann's Brief Orientation Statement

Faculty Tenure Advisory Committee (FTAC) is a committee of the Faculty whose charge is to provide advice and counsel to the Dean regarding a Department's positive recommendation on a candidate's promotion to Associate Professor with Tenure. In providing advice, FTAC's role is to ensure each department is complying with the standards of rank appointment and promotion detailed in Articles of Faculty Governance Appendices I.B and II.B. Those articles, and more specifically the criteria for rank change and recommended portfolio format, comprise the sole basis for every review of a portfolio submitted to us by the Dean.

We serve as elected members of the faculty to provide an independent review of promotional materials which ensures the standards of tenure consideration contained in the Articles of Faculty Governance are uniformly applied across the institution. FTAC members are not individual representatives of, nor are we advocates for, our respective departments' interests. Each FTAC member is expected to do their best during their term to develop and maintain effective working relationships with their departmental leadership and Standards, Rank, and Promotion committee. The chair will do her best to maintain effective working relationships with the leadership from each department, the Dean, the Secretary of the Faculty, the Provost, and the chair of University Committee/Faculty Senate.

The portfolio reviews are led by a primary and secondary reader selected from a department or departments other than the candidate's department, whenever possible. Each document is reviewed by each FTAC member who then votes to advise either positively or negatively on the recommendation for promotion. As has been our past practice, once the vote is taken, the candidate is entitled to the full faith and credit of the majority's vote. There are no gradations of recommendations, and it is expected that each committee member will represent the majority decision on a portfolio regardless of their individual opinion.

Our reviews are conducted in professional manner using the criteria for rank change and portfolio format contained in Appendices I.B. and II.B. We are charged with reviewing only the material submitted by the Dean, (as may be clarified by the FTAC members' questions to individual candidates in attendance) and will not consider any additional material or information. We have and will continue to strive as a committee to create a collegial, yet professional, environment that provides a full and fair review on the merits of every document based on the candidate's education, experience, and professional activities as a scholar, which are the elements of rank appointment and promotion contained in Appendix I.B.

The committee uses Roberts Rules of Order, Revised as its guide for operating procedure. Our committee procedures for reviews are as follows:

1. As has been our past practice, each candidate's promotional materials are placed on the agenda for discussion in closed session, unless an open session is requested by the candidate. By being placed on the agenda, the matter is properly before the committee for discussion. In the event there is a desire to take action on the matter before us, a motion and a second will be required in open session. A motion and second may be made by any FTAC member and is not required of the primary and secondary readers.

2. Each reviewer and FTAC member may conduct the review at their discretion using the criteria contained in Appendices I.B and II.B.

3. Reviews will be no longer than 1 hour and fifteen minutes in length. The first 45 minutes are devoted to the primary and secondary readers' presentation of the material contained in the portfolio. The remainder of the review time is allocated to the general discussion of the portfolio by FTAC members. Consideration will be given to a full and meaningful discussion, so FTAC members may feel free to interject comments during the primary and secondary readers' comment period as may be appropriate. FTAC members may ask questions of individual candidates, if the candidates are present during the review, in order to clarify material presented in the portfolio or the professional references provided. Other than FTAC members, only candidates will be permitted to comment during a review and then only to the extent necessary to answer a Committee member's question.

4. It has been and will continue to be this committee's practice to allow a candidate and one other person of the candidate's choosing into all closed sessions. No audio or video recording of the closed session by a candidate or anyone else will be permitted by the chair. Open sessions may be recorded as provided by law.