

**UW-Extension
Faculty Tenure Advisory Committee
Meeting Minutes
August 18, 2011
8am-12noon
Holiday Inn Convention Center – Stevens Point**

The Faculty Tenure Advisory Committee (FTAC) meeting was called to order by Chairperson Deb Ivey at 8:06 AM. Those in attendance in addition to the Chairperson included Mindy Habecker, Peggy Olive, Jean T. Berger, David Nack, David Berard, Scott Ruess and Ken Bolton. John Attig and Cyndy Jacoby were not in attendance.

Ken Bolton was appointed Secretary.

As this meeting serves as the annual orientation for FTAC members, Chairperson Ivey asked each committee member to introduce themselves for the benefit of new members joining the committee and meeting for the first time.

The minutes of the May 25, 2011 teleconference meeting were unanimously approved as received on a motion by Jean Berger, seconded by Mindy Habecker.

The Chairperson lead a discussion of the August 17th Scholarship Forum.

Discussion of FTAC Role/Responsibilities identified issues requiring additional follow up. The Chairperson will contact the Secretary of the Faculty for clarification and guidance pertaining to the issues of committee member discussion recusal and vote abstention.

The committee reviewed appendices IC/IB and IIC/IIB. As a result of this review and ensuing discussion, the Chairperson will file a request with each academic department chair that each candidate declare in their letter of intent which portfolio guideline they will use to write their portfolio.

The FTAC recessed from 9:45 – 10:00 AM.

Chairperson Ivey initiated a discussion of Scholarship by asking each member to share an example of scholarly work. Discussion identified a need to more specifically define the concepts of “publication” and “research”. Further discussion will occur during the next meeting to strategize on how to best initiate the defining of what constitutes a published work and research among academic departments.

The committee developed a consensus around a request of candidates submitting electronic portfolios to provide two hardcopies for the Primary and Secondary Readers of the material in addition to an electronic format for each FTAC member. FTAC members desiring hardcopies of all or part of the electronic document may print as needed. Chairperson Ivey will make an inquiry into the availability of four laptop computers from the Chancellor’s Office for use during committee meetings.

The Chairperson will communicate with each academic department chair soon after each departmental Standards Rank and Promotion Committee meets to determine the number of portfolios expected. The Chair will make a decision based on this information of whether the committee will need to schedule one or two of the scheduled days to evaluate documents.

FTAC members may expect the receipt of portfolios for consideration at the November 29 – 30, 2011 FTAC Meeting on or about October 17th. The review process for each portfolio will begin with a motion by the primary reader to approve the candidate's request for promotion and rank change in the affirmative followed by a second, typically, from the secondary reader. Evaluation and discussion is based on the scholarly criteria documented in IC/IB and IIC/IIB as indicated by candidate choice. Voting for a recommendation to promote is by written ballot.

FTAC meeting dates and locations include;

- November 29 & 30, 2011 – Stevens Point
- February 13 & 14, 2012 – Stevens Point
- March 27 & 28, 2012 – Madison.

The identification of the specific meeting site in the above cities will be determined and announced by the Chairperson.

Chairperson Ivey declared the meeting adjourned at 11:36 AM.

Respectfully submitted by Ken Bolton, Secretary.