



**Faculty Tenure Advisory Committee Minutes
Thursday, September 9, 2010
Holiday Inn, Stevens Point**

Attendees: Peggy Olive, David Fischer, David Nack, Deb Ivey, Ken Bolton, Cyndy Jacoby, Arlen Albrecht, David Berard

Not Available: Ken Bradbury, Jean Berger

1. The meeting was called to order by David Fischer, Chair at 9:31 am.
2. Ivey volunteered to serve as Secretary.
3. Fischer verified that the meeting had been posted in compliance with Wisconsin Open Meeting Laws.
4. Members introduced themselves by sharing role in UWEX, department represented and years on the committee.
5. Bolton moved to approve the minutes of the July 28 teleconference, 2nd by Albrecht. Motion approved.
6. Discussion of FTAC Roles and Responsibilities:
 - a. Fischer distributed and reviewed Faculty Governance Article 5 which highlights the roles and responsibilities of FTAC.
 - b. There is a potential for 15 documents for review in 2010 and 2011
 - c. A primary and secondary reader will be assigned for each document. The primary reader makes the motion for approval and leads the discussion. Reviews are based on the Criteria for Promotion from Article IB/C and IIB/C and the four points of scholarship. This is a discussion among committee members. All committee members are expected to read all documents.
 - d. Following a positive decision from FTAC, a letter of recommendation consistent with the criteria for promotion and rank is sent to the Dean. The primary and secondary readers are asked to provide notes for this letter.
7. Open Discussion Regarding August 3rd Tenure Meeting:
 - a. Ivey, Bolton and Jacoby attended
 - b. Observations from the meeting
 - i. There is still misunderstanding among departments about FTAC and their role.
 - ii. Each department has a varied approach to mentoring, expectations, and support.
 - iii. Greg Hutchins gave a slide presentation and one slide was of particular interest. It said: *FTAC provide(s) review and accountability for standards and judgments of the department SRP committees.* FTAC members might share this comment with department SRP committees.
 - iv. FTAC members are encouraged to share feedback with SRP committees
 - v. Christine Quinn asked for 5-6 points for future discussion at this annual meeting.
 - c. Committee members highlighted some of the challenges of 2009-2010 document reviews. One of the major ones was grammar and spelling in a professional document. In the past the FTAC chair has sent a letter concerning documents to SRP Chairs, the Dean, and Department Chairs at the end of year. This was not done in 2010. FTAC committee members might encourage an SRP member to attend FTAC meetings for the review of department documents.

8. Scholarship Discussion and Working Lunch
 - a. Fischer distributed copies of IC and IIC.
 - b. Documents must show how the programs meet county needs.
 - c. The Criteria for Promotion and Scholarship assessment are not changed in IC and IIC.
 - d. The Criteria are open for discussion and varied interpretation. Committee members are encouraged to express their perceptions during document reviews.
 - e. Olive has a sample review form that she shared. Readers can develop their own forms. Fischer uses a word document with text boxes that expand.
 - f. Personal notes should be destroyed after the minutes from that meeting are approved.
9. Report from Department Reps Regarding Incorporation of IC and IIC into Departmental Documents and Impact for FTAC
 - a. Youth Development and Family Development have revised their faculty documents to reflect IC and IIC.
 - b. Community Development is still discussing these changes.
 - c. Ag/AG Business will approve changes in the coming year.
 - d. School for Workers and Environmental Sciences use current documents (IC and IIC).
10. Review Procedures/Reader Assignment Guidelines for 2010-2011 Sessions
 - a. This was partially discussed in # 7 and 9 above.
 - b. Readers will be assigned after documents are received in October.
 - c. Guidelines for assigning readers
 - i. Primary and Secondary readers will not be from the same academic department as the candidate.
 - ii. It is preferable that primary and secondary readers not be from the same district as the candidate.
 - iii. New FTAC members will not be a primary reader at the November meeting.
 - iv. Chair does not serve as a primary or secondary reader unless they are an excessive number of documents.
 - d. Up to four documents can be reviewed in one day.
11. Meeting Dates and Locations:
 - a. November 10-11, 2010 Marathon County Extension Office, Wausau
 - b. February 9-10, 2011 Marathon County Extension Office, Wausau
 - c. March 29-30, 2011 Pyle Center, Madison
 - d. FTAC members are asked to reserve both dates on their calendars. Final decisions on dates are made after documents are received.
12. Motion by Bolton, second by Jacoby to Adjourn. Motion carried. Adjourned at 1:30 pm
13. Recording Secretary, Deb Ivey