

**MINUTES: Promotion & Tenure Advisory Committee**
**Date: October 21, 2014**
**Time: 12:00p.m – 1:30p.m.**
**Location: D4-16**
**Present:** Drs. Arthur Nimmo, Cal Dolce, Jeannine Brady, Edward Chan, Marc Ottenga, Luciana Shaddox, Shannon Wallet and Clay Walker

**Excused:** Dr. Abi Adewumi

**Support:** Christina Perez

AGENDA	Discussion	Action
<b>Welcome</b>	Call to order at 12:04p.m. by Dr. Arthur Nimmo.	No Action.
<b>Review/Approve Meeting Minutes</b>	The minutes from September 23, 2014 meeting were approved by the committee as written.	Christina will prepare the minutes for this meeting for review at the next meeting.
<b>Midcareer Review</b>	The committee reviewed all midcareer review summary letters.	Christina to send finalized letters to Dr. Nimmo for distribution.
<b>P&amp;T Packet Reviewers</b>	The committee reviewed primary and secondary reviewers for each packet and meeting dates.	No Action.
<b>OPT System</b>	The committee received the toolkit on how to review packets in the OPT system.	No Action.
<b>Meeting Dates</b>	The committee reviewed the next three meeting dates and suggested an additional meeting date for P&T packet review.	Christina to send out meeting invitation.
<b>Adjourn</b>	Meeting adjourned at 1:21 p.m.	No Action.

**\*NEXT MEETING:** Tuesday, November 4, 2014 from 12:00 p.m.-1:30 p.m. in room D4-16.