

**MINUTES: Promotion & Tenure Advisory Committee**

**Date: April 12, 2017**

**Time: 12:15p.m – 1:30p.m.**

**Location: D4-16**

**Present:** Drs. Valeria Gordan, Abi Adewumi, Virginia Dodd, Cal Dolce, Arthur Nimmo, Luciana Shaddox, and Shannon Wallet (ex-officio)

**Excused:** Drs. Marcio Guelmann and Marc Ottenga

**Support:** Christina Perez

AGENDA	Discussion	Action
<b>Welcome</b>	Call to order at 12:20p.m.	No Action.
<b>Review/Approve Meeting Minutes</b>	The committee reviewed and approved previous meeting minutes.	Christina Perez will post minutes on committee website.
<b>External Letters Process</b>	The committee reviewed sample template letter for external reviewers.	Committee approved. Christina Perez will post on committee website.
<b>Emeritus Review</b>	The committee reviewed emeritus guidelines documents.	Dr. Wallet to present at Faculty Assembly.
<b>Review of Committee Charge</b>	The committee discussed last year’s charge/ accomplishments and potential action items for next year.	Information to be included in annual report.
<b>Adjourn</b>	Meeting adjourned at 1:11p.m.	No Action.

**\*NEXT MEETING:** June 1, 2017