

**MINUTES: Promotion & Tenure Advisory Committee**
**Date: September 10, 2015**
**Time: 12:00p.m – 1:30p.m.**
**Location: D9-11**
**Present:** Drs. Marcio Guelmann, Shannon Wallet, Jeannine Brady, Marc Ottenga, Luciana Shaddox, and Clay Walker

**Excused:** Edward Chan, Abi Adewumi, Valeria Gordan

**Support:** Christina Perez

| AGENDA  | Discussion   | Action  |
|---|--|---|
| <b>Welcome</b>                                | Call to order at 12:05p.m.   | No Action.  |
| <b>Review/Approve Meeting Minutes</b>         | The minutes from August 4, 2015 meeting were approved by the committee as written.         | Christina will prepare the minutes for this meeting for review at the next meeting. |
| <b>Review P&amp;T guidelines and timeline</b> | Committee reviewed P&T guidelines and timeline.  | No Action.  |
| <b>Mid Career Review</b>                      | Committee discussed mid career review responsibilities of primary and secondary reviewers. | Christina Perez to send email out with instructions and dates of review.            |
| <b>Adjourn</b>                                | Meeting adjourned at 12:30 p.m.  | No Action.  |

**\*NEXT MEETING: Tuesday, September 15, 2015, from 12:00 p.m.-1:30 p.m. in room D4-16.**