

**MINUTES: Promotion & Tenure Advisory Committee**
**Date: August 20, 2019**
**Time: 12:15p.m – 1:30p.m.**
**Location: D4-16**

**Present:** Drs. Valeria Gordan, Mary Ellen Davey, Ed Chan, Deborah Dilbone, Luisa Echeto, Joseph Katz, William Martin, Marcelle Nascimento, Scott Tomar, Panagiotis Zoidis and Joseph Riley (ex-officio)

**Excused:** N/A

**Support:** Christina Perez

AGENDA	Discussion	Action
<b>Welcome</b>	Call to order at 12:16p.m. The committee welcomed the following new members: Drs. Davey, Gordan, Tomar and Zoidis.	No Action.
<b>Election of Chair</b>	The committee elected Dr. Valeria Gordan as Committee Chair.	No Action.
<b>Election of Vice-Chair</b>	The committee elected Dr. Scott Tomar as Vice-Chair.	No Action.
<b>Confidentiality Agreement</b>	The confidentiality agreement was reviewed and signed by committee members.	No Action
<b>Review of Associate Level Appointments</b>	The committee reviewed requests for appointments at associate level: 1) RDS Clinical Professor, and 2) Oral Biology Research Associate Professor.	Committee approved appointments. Christina Perez to provide notification to departments.
<b>Promotion and Tenure Timeline Review</b>	The committee reviewed the promotion and tenure committee timeline for the year.	No Action.
<b>Committee Charge</b>	The committee reviewed the 2019-2020 P&T committee charge.	See below action items on “Review of Promotion and Tenure Guidelines” agenda item.

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<b>Mid-Career Review</b>	The mid-career review process was reviewed by the committee.	Christina Perez to provide all materials in P&T shared drive folder and send email on primary/secondary reviewer assignment.
<b>Review of Promotion and Tenure Guidelines</b>	The committee discussed planned P&T guideline revisions. The committee discussed strategies to improve the guidelines including: improving the language in the current guidelines for P&T specifically addressing a match of the “mission” with the actual job performed, orienting chairs to use the chair’s letter as a venue to further explain unique situations involving the candidate, and significantly improving the specificity of the content of the annual evaluations provided by chairs.	<p>Workgroup to meet to review non-tenure and tenure guideline proposal. Once complete the full guidelines will be reviewed by the committee.</p> <p>Dr. Riley to attend chairs meeting and request chair’s letters to be sent to him for review.</p> <p>Potential action item for future training on annual evaluations.</p>
<b>Adjourn</b>	Meeting adjourned at 1:05p.m.	No Action.

**\*NEXT MEETING: September 17, 2019**