

## Minutes 01/26/04 – Faculty Council on Tenure and Promotion Meeting

### Attendees:

Bob Jackson  
Belinda Louie  
Moishe Rosenfeld  
Anthony D’Costa  
Tracy Thompson  
Jack Nelson

1. Process adopted for discussing promotion cases:
  - a. Any committee member from candidate’s program is invited to stay in the room and answer questions, but will not vote.
  - b. Voting is done by secret ballot.
  - c. Votes should be indicated on a whole piece of paper with the candidate’s name at the top along with the vote. (VCAA’s office keeps these documents.)
  - d. VCAA discloses vote to committee members.
2. Discussion of promotion cases (Emlet, D’Costa, Stein).
3. Preparation of T & P Meeting with junior faculty:
  - a. VCAA to present official steps/rules in the process
  - b. Discussion of what should be included in the files and when it “must” be included ensued:
    1. Annual evaluations by the program director – a grey area:
      1. included at first review so that all levels of review are viewing the same exact file, or
      2. included when the file comes to VCAA’s office (and hence the Faculty Council would see them)

2. All course evaluations if you've had them done.
  3. All peer reviews
- c. VCAA's office will give us the list from Academic Personnel office of what the file must include when it is sent to Seattle and the document which will be given to junior faculty as part of the upcoming session on P&T.