

Minutes: Tenure, Promotion and Welfare Committee  
October 13, 2004  
Submitted by Susan T. Franks, Recorder

*Members Present:* Dorothy Battle (Chair), Susan Franks, Dan Rae, Marti Schriver, Bob Stevens, Leon Spencer.

*Members Absent:* Ken Clark, Maggie LaMontagne, Bill Reynolds

1. The meeting began at 2:00 p.m.
2. Marti Schriver moved to nominate Dorothy Battle as chair of the committee. Bob Stevens seconded the motion. It was passed unanimously.
3. Dorothy Battle agreed to attend the Faculty Executive Committee Meeting on October 21, 2004, from 1:00 p.m.-2:30 p.m. to present a beginning draft of the policies and procedures of the Tenure, Promotion and Welfare Committee.
4. Susan Franks agreed to serve as recorder for the Committee.
5. Future meeting dates were set. On October 25, 2004, the committee will meet from 1:00 p.m. until 3:00 p.m. to discuss and review the College of Education's Proposed Tenure and Promotion Guidelines. On November 4, 2004, the committee will meet from 11:00 p.m. until 1:00 p.m. to discuss and vote on the applicants who are seeking promotion and tenure.
6. A discussion occurred regarding the presence of committee members during the vote for promotion and tenure of candidates. It was decided that in order for a committee member to vote, the member must be present in the deliberation meeting. This will become part of the policies and procedures.
7. Bob Stevens sent a nomination form for Bill Reynolds to the Office of Research Services and Sponsored Programs for the Award of Excellence in Research. This was sent in time to meet the deadline of October 18, 2004.
8. The Jack Miller Awards are a responsibility of the Committee. It was discussed that Department Chairs may recommend faculty for these awards. Self-nominations may also occur.
9. A discussion occurred regarding goals for the Committee. Two goals were set. These included:
  - a. To review the College of Education's Tenure and Promotion Guidelines and to make any necessary changes.
  - b. To develop and adopt policies and procedures for the Committee.
10. The meeting was adjourned at 3:00 p.m.