I. Call to Order

II. Devotion

III. Business
   A. Approval of Minutes of 20 January 2006
   B. Discussion of Proposed Revisions to Tenure Review Process
   C. Election to Faculty Council

IV. Provost’s Perspective 5:00 p.m.

V. Adjournment
Draft of Proposed Changes to Review & Tenure Procedures

a) Departmental Assessment: The first assessment will occur in the fall semester of the second year and will consist of both a written summary and a meeting among the probationary faculty member, the department chair, and the provost. Such meeting shall be initiated and scheduled by the provost’s office. In the event that the department chair is off-campus during the fall semester of the faculty member’s 2nd year, the department chair shall none-the-less submit the Assessment to the provost and arrange for a phone conference as an acceptable substitute for the required meeting. The probationary faculty member may request that the mentor be included in the assessment process and/or the meeting. The second assessment will occur in the fall semester of the fifth year and will consist of a meeting between the department chair and the probationary faculty member.

1) The probationary faculty member will provide the chair with a progress portfolio not later than the first day of class of the faculty member’s second year of service. The progress portfolio shall include:
   ▪ an up-to-date curriculum vitae;
   ▪ a 2-3 page self-assessment addressing his or her performance in the first year according to the full range of responsibilities outlined in the faculty handbook section 2.2.1;
   ▪ any evidence which seems appropriate given the self-assessment.

2) Following receipt of the progress portfolio, the department chair shall provide the provost’s office and the probationary faculty member a written assessment. The written assessment will identify strengths and areas for improvement, relative to section 2.2.1 in particular, and requirements for promotion and tenure in general. In preparation for the written assessment, the department chair shall:
   ▪ attend no less than two of the probationary faculty member’s classes, preferably in two different courses and in two different semesters, during the faculty member’s first year of service, paying particular attention both to professional competence and general pedagogical effectiveness;
   ▪ read the entire set of the faculty member’s first year teaching evaluations;
   ▪ solicit feedback from departmental colleagues and students, whether formally or informally;
   ▪ meet with the probationary faculty member at least twice during the first year to both provide feedback and solicit questions or concerns.

3) Within two weeks of the joint assessment meeting, any participant (chair, mentor, probationary faculty member) may provide additional written response to the provost. Such responses will be placed in the probationary faculty member’s personnel file, together with the rest of the department assessment documents.

4) The department chair and the probationary faculty member shall meet during the fall semester of the fifth year of probationary service in order to discuss progress toward tenure and promotion. The summary statement arising out of the intermediate tenure review will serve as a catalyst and benchmark for discussion and goal-setting. Following this meeting, the department chair will notify the provost’s office that such meeting has taken place.