

## **A&S Council Minutes**

February 27, 2013

Present: David Courard-Hauri, Dan Alexander, Eric Manley, Amy O'Shaughnessy, Brian Adams-Thies, Leslie Marrs, Karla Kash, Matt Esposito, Curt Cardwell, Colin Cairns, Joseph Schneider, Joanna Mosser, Joe Lenz

Joanna called the meeting to order at 3:34 p.m.

Minutes from the January Council meeting were unanimously approved.

### **Dean's Announcements:**

Sue Wright will retire at the end of this term; would like to acknowledge Sue's long record of service to the college by renaming the Teacher of the Year award (endowed by Dean and Sue Wright) to the "Dean and Sue Wright Arts & Sciences Teacher of the Year Award."

Unanimously approved. (Please keep under wraps until announcement at Convocation April 9, 2013.)

### **Course Approvals:**

PSY 012 is a J-term course, not required for the major. Cap of 20 is typical for both writing courses and for J-Term courses.

Council members noted minor typos in proposals for REL 117 and CHIN 001.

All new courses (PSY 012, REL 117) and all course changes (BIO 134\_134L, BIO 145, BIO 187, CHIn 001, CHIN 002, GERM 140) are presumptively approved:

### **Handbook Revisions**

*MOTION #4: Clarification regarding the selection and eligibility of external reviewers of scholarly/creative work (Section 3.1.62, pg. 17-18)*

Require candidate to include a statement of their professional and personal relationship with all external reviewers

Attempts to retain the presumption of no connection—good middle ground between the interest of candidates and P&T.

Shifts the responsibility to candidate and department to define relationship to external reviewers. Asking people to be transparent: if there is a relationship, to disclose it. It's common for reviewers to reveal that in a letter as well—so there is a statement on both ends.

Someone who was a reviewer of a manuscript—knows the work best, but now is a "collaborator."

Unanimously approved.

Final handbook language:

**3.1.62 Departmental Review**

A faculty member being reviewed for tenure and/or promotion shall submit a set of credentials to the department chair in accordance with the time schedule established by the dean and shall be invited to appear before the review committee. The department chair shall provide the candidate's credentials to the departmental review committee and shall convene that committee to discuss those credentials. The criteria to be used for review are outlined in 3.1.31, 3.1.32, and 3.1.33 (above) and are supplemented by the department's own statements on practices and standards. In its deliberations, the department must consider evaluations of teaching performance by students, peers and department chairs (see 4.7 below) and it shall take into account the candidate's work of an interdisciplinary nature. In the case of scholarship/creative activity, a department will seek reviews from persons outside the university who are in a position to speak about the significance and promise of the candidate's work and whose professional and personal relationship with the candidate is such that the external reviewer can be expected and assumed to provide an objective review of the candidate's work. Letters must not be solicited from those who served as dissertation direct or major advisor for post-doctoral research. In addition, a candidate for tenure or promotion must submit, along with his/her application for tenure or promotion, a statement in which the candidate briefly explains and discloses his/her personal and/or professional relationship with each prospective reviewer. Persons solicited for these reviews of scholarly/creative work should be provided with the necessary materials and the time to complete such reviews before the college review committee begins its consideration of the candidates. All persons so solicited should be made aware that the candidate may see these letters when they are included in the file, unless he or she has waived the right to see them. For more detail on procedures for collecting such reviews, see the Guidelines for Preparing Materials for Tenure and/or Promotion Review, III.B.2, Outside Letters of Evaluation.

***MOTION #6:** Includes tenured associate professors in the policy and procedures for peer observation of instruction (Section 4.8.1.b (pg. 38) and corresponding language change at 3.1.63b (pg. 18-19))*

Language changed in response to chairs' concerns.  
This motion is unanimously approved.

***MOTION #7:** Recognition of the status granted to non-tenure track continuing faculty ("consecutive term") in the University Faculty Manual*

Ensuring that consecutive term faculty are included (approved Spring 2012 by Council) in the language throughout the handbook.

Unanimously approved.

***MOTION #8:** Correcting errors, grammatical inaccuracies, and obsolences throughout.*  
Unanimously approved.

The meeting adjourned at 4:00 p.m.