**University Faculty Affairs Committee Meeting Minutes**

**Tuesday, November 19th, 2024**

**3:00 p.m. via Zoom**

**Committee Members in Attendance:** Miriam Liss (chair), Will Mackintosh (secretary), Melissa Wells, Smita Jain Oxford, Jessica Zeitz (arrived 3:10 PM, left 4:30 PM), Brad Lamphere (arrived 3:10 PM)

**Committee Members Absent:** none

**Visitors in Attendance:** Tim O’Donnell (left 4:06 PM)

1. Chair Miriam Liss called the meeting to order at 3:05 PM.
2. Main item was continued discussion of tenure and promotion recommendation
3. Report out from constituent conversations over the past month.
	1. Melissa reported on COE discussion of our items of consensus from the October meeting. COE is open to either a university-level or college-level committee of varying size as long as the tenure criteria are specific to department needs.
	2. Smita reported on COB discussion of our items of consensus from the October meeting. COB voted unanimously to keep P&T at the college level.
	3. Miriam reported on CAS discussion of our items of consensus from the October meeting. CAS chairs indicated wanting a committee with an odd number of members, and is open to different indicators per department but doesn’t want to see separate criteria per department run through UFAC. CAB P&T members expressed concern about the workload caused by multiple criteria.
4. The committee discussed potential models that might balance these competing desires and concerns.
5. Melissa made a motion that the committee adopt the following specific proposal for recommendation to the UFC (Miriam seconded):
	1. Proposal:
		1. Create a single standing University P&T Committee of 9 members, 1 from each unit (“Schools” and “Colleges”) plus 3 at-large.
		2. Craft a more detailed and expanded Section 7 of the Handbook that:
			1. Draws out the commonalities between the 3 existing P&T appendices
			2. Lays out the distinct criteria that exist within the 3 existing P&T appendices and makes clear that they apply to the same departments/units that they currently do
			3. Lays out a process that allows departments/units to change or amend their own criteria in the future if they want to.
			4. Makes clear that the evaluators/letter writers in each department/unit are responsible for interpreting the candidate’s file in light of the criteria for the benefit of the P&T committee.
	2. The motion passed 5-1 with Smita voting against on behalf of COB, which voted unanimously for the current college-level P&T structure.

No next meeting was set; Miriam will organize a meeting time in January for the spring semester.

The committee was adjourned at 4:34 PM.

A majority of the committee approved the minutes via email by Thursday, November 21, 2024.