

# University Faculty Affairs Committee

## Minutes

January 8, 2026, 12-3 PM  
Seacobeck 105

Members attending: Brad Lamphere, Melissa Wells, Nicole Crowder, Smita Jain Oxford, Ian Finlayson

1. Call to Order 12:52
2. Handbook updates to reflect new criteria and procedures

Last semester, UFC approved broad criteria for P&T that apply university-wide (“universal criteria”). The proposed Subcommittee model for a university-level P&T failed to pass, so colleges are now responsible for developing procedures and departments are responsible for writing their specific guidelines for P&T that align with the universal criteria. The main purpose of today’s meeting was revising the Faculty Handbook to reflect those changes to the P&T process.

The committee started its review of Handbook language with opening of Section 7, which gives a broad outline of P&T structure, highlighting need for candidates to address both the university-level criteria in the Handbook and the department-specific guidelines and procedures that will be posted to the Provost’s site. We worked through each subsection in Section 7, making edits to reflect the change to universal criteria and college-level procedures. We also made cuts to simplify in other sections and expanded the language to 7.10 and 7.11 that gives UFAC’s charge to approve department-level guidelines and other changes to the P&T process.

We also compared the appeals process for P&T that each college had in the Appendices. Procedures seemed very similar, though the deadlines differed. Given that the appeal for each college go through the same process and are reviewed by the same entities (e.g., Provost, BOV), the deadlines will likely need to be aligned as well. However, some in the committee wanted their college-level committees to weigh in on the issue before modifying the Handbook.

The other Handbook sections also contain information on P&T that will need to be aligned with the new criteria and procedures. The committee delegated chunks of text to committee members: Nicole Section 3, Melissa Section 2, Sections 1&8 Smita, Section 4 Ian, Section 5 Brad. Our task is to search for keywords “appendi\*”, “criteri\*”, “promotion”, and “tenure” in order to align the text with the new P&T structure. We will review our findings as a committee in our “regular” January meeting.

3. Implementing the new criteria and procedures

The committee agreed that the departmental guidelines and the calendar for P&T should be readily available on the Provost's website, since that is where the other critical info for P&T lives. The (relatively obscure) UFAC site will have a link to the relevant Provost page, but will not be the main home for P&T info. We did not think it needed to be password-protected, but may revisit that later. The committee agreed that any information posted there should first be approved by the relevant College and UFAC.

Several departments asked to delay writing guidelines because they have no pre-tenure faculty to send up for P&T. UFAC extended the deadline for those departments to March. However, the committee is eager to close this chapter now, while UFAC has a strong familiarity with the relevant issues.

The committee discussed a question from Julia DeLancey: Should departments that include several disciplines submit one set of guidelines or several? The committee expressed a preference for a single document from each department with distinct sections for each discipline. The format within those sections would be flexible, depending on the department's and disciplines' needs, as long as they aligned with the universal criteria.

#### 4. Other Handbook changes

Making Sections 6 and 7 more consistent with each other would make them more useful to faculty and those who review their performance. However, the Committee tabled this task for now, since the language for universal criteria was just approved.

In accordance with the CAS P&T's request, we reviewed *Faculty Handbook* §§ 7.2.3.1 and 7.2.4.1. We substituted "employment" for "teaching experience" to address their concern about giving fair treatment to faculty who take leave.

#### 5. Upcoming meetings:

- i. Monday, 1/26, 3-4 PM (Seacobeck 105)
- ii. Monday, 2/23, 3-4 PM (Seacobeck 105)
- iii. Monday, 3/23, 3-4 PM (Seacobeck 105)

#### 6. Adjournment 2:57 pm