

University Faculty Affairs Committee

Minutes

January 26, 2026, 3-4 PM via Zoom

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

Order of Business

1. Call to Order 3:05
 - a. We approved the minutes from 12/3 and 1/8 meetings.

2. Handbook updates

UFAC will submit the revised Section 7 language to UFC for its next meeting. UFC had approved new language for Section 7.3 earlier, this new revision takes into account the college-level procedures and departmental guidelines for P&T.

Our revision of Section 7 will also affect several Appendices. We discussed which Appendices should be left intact and which would be better placed elsewhere or removed. Appendices B and D might also be easily deleted, while ACELM all need to stay with renumbering. We agreed that the college-level policies that had been Appendices FGHIJK would be best moved to Provost's site.

We also reviewed the rest of the Handbook to check for alignment with the new language on P&T in Section 7. The Preface and Section 2 had small edits, and Sections 5 and 6 refer to Appendices A, B, and C, which are likely to be moved or renumbered. Section 3 had text on how to evaluate scholarly activity conducted by faculty on special assignments. We were unsure how to interpret its wording, so we will reach out to its author to determine their intent. Other Sections had no changes needed. Many of these are editorial changes, not new content, so they would not need to go to UFC for approval.

3. BOV Update

The BOV will review the Handbook changes that UFC passed in November 2025. UFAC approved a report explaining these changes to be sent to the BOV.

4. Review of departmental guidelines and college procedures for P&T

UFAC has the responsibility to ensure that the guidelines and procedures for P&T align with the university-level criteria and Section 7. We discussed the details that would be essential for guidelines and procedure and agreed that all submissions should include— P&T procedure including appeals, contents of credentials file, and expectations for constituents. Some departments have resisted giving all portions of the guidelines, since they don't think they'll need them anytime soon, but UFAC has encouraged them to give complete guidelines to avoid having gaps.

Similarly, several departments reported that they consider the universal criteria to be detailed enough to function as their criteria. UFAC Chair responded with text they could use to that effect.

5. Process and calendars for P&T appeals

While colleges are developing their own procedures for P&T, the involvement of the upper administration and the BOV will be similar across colleges. As a result, the calendars will need to be aligned and it might be more efficient for parts of the appeals process to be similar.

In the past, the calendars for appeals were aligned across colleges. One possible discrepancy related to the "File to Dean" step, but that was just a wording difference. The Provost proposed a new timeline going forward, which shifts several deadlines 1- 2 weeks. Not clear how well that will match up with the timelines each college prefers.

Colleges handle appeals in similar fashion, with the main difference being the composition of the Promotion/Tenure Appeals Advisory Committees (P/TAACs). Also, Melissa noted that COE's procedures had some internal inconsistencies that would need to be corrected.

That composition does not affect calendars, so they don't necessarily need to be consistent across colleges. However, P&T appeals have large consequences, including the potential for legal action to be involved, so strong consistent processes would be a prudent choice. Section 7 would be a good location for recommendations for the composition of P/TAACs.

There was also some concern that the appeals calendar and P/TAAC composition are outside of UFAC's charge. The counterpoint was that UFAC's charge is to make sure that processes align with Section 7.

- a. Request for a P/TAACs member for a P&T appeal in CAS

UFAC received a request for a PAAC representative for an appeal of a P&T decision in CAS. We found an appropriate representative.

6. Handbook language related to pre-tenure review and mentoring

While we are revising Section 7, we could offer more explicit information on pre-tenure reviews and mentoring. For example, RTA faculty wishing to apply for promotion are expected to prepare a 3rd year review, as other faculty are, but that is not widely known. Guidance on the mentoring of junior faculty is limited in CAS (references department chair filling this role in Appendix A) and COB relative to COE. Section 7 could make mentoring expectations clearer. That language might nudge departments to incorporate mentoring support into the guidelines they are currently preparing.

7. Adjournment 4:26
8. Upcoming meetings:
 - a. Monday, Feb. 23, 3-4 PM (Seacobeck 105)
 - b. Monday, March 23, 3-4 PM (Seacobeck 105)

Appendix A: Draft Timelines

Note: The “Latest Possible Deadline” column assumes that there are no delays in the proposed timeline and all proposals are confirmed/accepted during their first submission.

Version 2: College Committee Recommendation (or if vote fails for university-wide P&T committee)

Task	Earlier Deadline	Latest Possible Deadline
UFAC formulates recommendations for Section 7, P&T committee, and appendices; seeks feedback from stakeholders and makes revisions to plan	Aug,-Oct. 2025	Aug,-Oct. 2025
UFAC makes recommendations to UFC	Oct. 22, 2025 (materials due for agenda by 10/10)	Nov. 19, 2025 (materials due for agenda by 11/7)
Colleges vote on a new standing committee* (optional)	Oct./Nov. 2025	Nov./Dec. 2025
Meeting with BOV Academic Affairs sub-committee	Nov. 2026	Jan. 2026
Colleges formulate specific operational policies for college-level P&T	Nov. 2025-Feb. 2026	Jan.-Mar. 2026
Materials due to BOV	Nov. 6, 2025	Feb. 5, 2026
BOV Meeting	Nov. 20-21, 2025	Feb. 19-20, 2026
UFAC approves college-level P&T processes	Feb. 2026	Mar. 2026
Onboarding/workshop for next year’s committee & candidates	March-May 2026	April-May 2026

Appendix B: Handbook Language About 3rd Year Review & Mentoring

3rd Year Review Language

§ 6.2.1.5: In order to provide formative feedback for faculty, departments will conduct a pre-tenure, pre-promotion review for tenure-track faculty who will be applying for promotion or tenure and for RTAs who will be applying for promotion. Procedures for this review will be developed by each department or college and approved by the dean as part of the overall department evaluation plan. In all cases, the file is to be submitted at the beginning of the spring semester of their third year or by a deadline established at the time of hire if the probationary time frame has been shortened. This pre-tenure, pre-promotion file will include evidence of effective teaching, scholarly, creative, and professional activity, and service. These materials shall be reviewed by a pre-tenure, pre-promotion review committee, consisting of tenured faculty and following procedures outlined in the department's evaluation plan. The department shall provide formative written feedback to the candidate about whether the candidate is on track to be successfully recommended for tenure and/or promotion at the end of the probationary period. A copy of this review shall be shared with the dean by March 1st.

Mentoring Language

Appendix A (department chair evaluation): orients, mentors, and supports tenure-track faculty prior to the tenure decision

Appendix I.4.1: During the years preceding the sixth probationary year (or the year in which the tenure decision is made), the department chair will be a mentor to the tenure candidate.

K.4.3 Mentoring.

During the probationary period, new faculty will have a tenured faculty member selected as a mentor who serves to provide positive career support and guidance about faculty matters. In the role of mentor, one does not serve as a formal evaluator of the new faculty member. However, mentors may serve on a Peer Review Team.

K.4.3.1 Selection of Mentors

Upon the appointment of a new full-time faculty member, the ADAPAA shall select a tenured faculty member to serve for one year as the Orientation Mentor for the new faculty. Selected

Orientation Mentors will be notified in the spring of the year preceding the beginning of their mentorship. A selected mentor must accept or decline the appointment within two weeks of being selected. The decision to decline must be in writing with an explanation. The Orientation Mentor will serve as a resource for the new faculty member's first contract year as they become acclimated to the College and University, and the Mentor will provide assistance to that new faculty member in understanding and performing the new faculty member's teaching and advising responsibilities as listed in subsection K.4.3.3 below.

Before the end of the first contract year, the new faculty member will select their Tenure-Track Mentor from among the tenured faculty in the College, who will serve as the new faculty member's mentor for the next two years until the new faculty member completes preparation of their pre-tenure review portfolio. A selected mentor must accept or decline the appointment within two weeks of being selected. The decision to decline must be in writing with an explanation. The Orientation Mentor may serve as the Tenure-Track Mentor if both the mentor and the new faculty member agree. Each selected Tenure-Track Mentor should be able to perform all the responsibilities listed in subsection K.4.3.3 below.

The ADAPAA will ordinarily not serve as a mentor, as it is important for effective mentorship that the mentor not be responsible for annual evaluation of the faculty member. No faculty member should be required to mentor more than one individual at a time. Selection as a mentor stands as strong recognition of a tenured faculty member's record, as well as being a service responsibility.

K.4.3.2 Mentor Criteria

- The mentor must be tenured
- The Orientation Mentor must commit to meeting with the new faculty member once per month during their first academic year
- The Tenure-Track Mentor must commit to serving for the second and third years of the new faculty member's employment (i.e. until submission of their pre-tenure review portfolio) and to meeting with the new faculty member at least two times per semester during those two academic years.

K.4.3.3 Mentor Responsibilities

These include, but are not limited to, the following:

- Serving as a resource to the new faculty member as they become acclimated to the College and University
- Assisting with advising

- Explaining the academic policies of the college and the requirements of the faculty member's program(s)
- Assisting in preparation of course syllabi, understanding of teaching responsibilities, and orientation to the Faculty Handbook
- Aiding the new faculty member in fostering relationships and networking opportunities within the College and across the University
- Providing guidance on preparing effective documentation in the annual performance review process
- Advising the new faculty member regarding documents to keep and track for the promotion and tenure file
- Assisting the new faculty member in creating their pre-tenure review file and giving feedback about the file, in writing if requested, prior to submission