

**ETCS/OLS Academic Leadership Committee meeting**  
**9:00-10:00 a.m. in ET 206**  
**November 23, 2004**

**Present:** Hal Broberg, Mary Jane Casiano, Carol Dostal, David Erbach, Matt Kubik, Paul Lin, Kim McDonald, Sarah Merchant, Ken Modesitt, Ken Perry, Carlos Pomalaza-Raez, Gerard Voland

**Absent:** Coleen DeLong

The **ALC minutes** of November 16, 2004 were corrected and approved.

**Promotion and Tenure Criteria and Expectations:** Gerard distributed ETCS/OLS Summaries {OAA, November 2004} and asked the chairs to review. Since this year there are no P&T candidates in ETCS (there is one case in OLS), this would be a convenient time for each unit to review its P&T criteria and guidelines for clarity and consistency with general university expectations and departmental objectives. It was suggested that the chairs review criteria used by other departments within the School and throughout the university. (Gerard has distributed the OAA summaries of all departmental P&T criteria throughout the university to the chairs via email. Another helpful resource is the university website on faculty P&T information located at [http://www.ipfw.edu/vcaa/Fac\\_Info/promotenureinfo.html](http://www.ipfw.edu/vcaa/Fac_Info/promotenureinfo.html) .)

**NEXT STEPS:**

- (1) Each department will assess how it will proceed with the assessment of its P&T criteria and guidelines.
- (2) The dean will invite all ETCS/OLS faculty to a future forum for discussion on this topic.
- (3) Proposed modifications in departmental P&T criteria, if any, should be completed by Monday, February 14, 2005 so that these modifications then can be processed through the university review and approval system before the end of this academic year.

Gerard said the most of the deans from other schools serve as ex-officio members of their school-wide P&T committees, and that these school committees usually select a chair from among its members. Gerard explained that he believes that our present structure, in which the ETCS Dean serves as chair of the ETCS School P&T Committee, is both awkward and inappropriate since it could potentially reduce the independence of case reviews by the committee and the dean. With the permission of the ETCS chairs, Gerard asked that his role as chair of the ETCS School P&T Committee be changed to that of an ex-officio member, with the chair elected by the committee members during their first meeting of the academic year. The ETCS chairs agreed to this proposed change.

**NEXT STEP:**

Gerard will initiate the formal process to modify the Dean's formal role on the School P&T Committee from chair to that of an ex officio member, with the members of the Committee then selecting the chair of the group at their first meeting of the academic year.

**Promotion and Tenure Dossier Preparation:** Gerard distributed a handout of OAA-sponsored workshops on P&T dossier preparation and strongly recommended that any candidate coming up for promotion and/or tenure in the next two years should be encouraged to attend these workshops.

**NEXT STEP:**

ETCS/OLS Chairs will encourage upcoming P&T candidates in their units to attend these workshops.

**Service Rubrics document:** Gerard will email this thirteen page document to the chairs for their review ASAP.

**SOAR 2005:** Handout of the 2005 SOAR dates was distributed.

**NEXT STEP:**

Chairs will work to ensure that there will be sufficient coverage from their units on the dates listed.

**Diversity Goals:** Hal distributed a handout with three items on diversity that Jeanette Clausen would like each departments to address. These items will be discussed further at the next ALC meeting.

**NEXT STEP:**

Chairs should ask their faculty for feedback and recommendations on this issue.

Gerard suggested that future ALC meetings be held every other week from 9:00-10:15 a.m. in order to allow sufficient time between meetings for 'next steps' on various issues to be taken, as appropriate. Accordingly, the next ALC meeting will be December 7, 2004.

Respectfully submitted,  
Mary Jane Casiano, Secretary