



# SACRAMENTO STATE

Faculty Senate

## UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

### MINUTES OF THE MEETING OF FEBRUARY 1, 2016

*Approved: February 15, 2016*

1. **Call to Order:**

*The Chair called the meeting to order at 3:04 pm.*

2. **Roll Call:**

*Roll was taken.*

Voting Members: Dube, Endriga, Hall, Jones, LaRocco, Mayes (absent) Noel (absent), Parsh, Roberts (absent), EDU Representative (vacant), ECS Representative (vacant), Counseling Representative (vacant)

Non-Voting/Ex-Officio Members: Bowie (absent), Garcia, Lovely, ASI Representative (vacant)

Guest: Provost Lee

3. **Approval of the Agenda:** The agenda was approved as published.

4. **Announcements**

- **CBA and Sections 6.06 and 6.08 amendments:** LaRocco reported that the proposed policy amendments to the CBA and Sections 6.06 and 6.08 were presented to the Executive Committee on January 26. The amendments will be placed on the February 4 Senate agenda at First Reading. Vice Chair Mayes will present the amendments to the Senate.
- **Post-Tenure Review Process:** The CBA states that post tenure review process is to be by a peer review committee and an administrator. UARTP policy provides for an evaluation by the Department Chair. Jason Conwell, CFA representative, advised LaRocco that CFA feels it is not appropriate for department chairs to give an independent evaluation. LaRocco added that there is also a sentence in UARTP policy that say the Dean does not make an evaluations. This may conflict with the CBA. The Committee will discuss this matter at the February 15 meeting.

**Storage of UARTP Documents:** LaRocco reported on a meeting with Provost Lee and the Senate Analyst to discuss the warehousing of a common storage of all University, College, Department and Area ARTP documents. The Provost will consult with the Deans and then meet with the Committee to continue the discussion.

**WPAF sequence policy:** The Committee will review the policy in May.

**UARTP Chair:** LaRocco advised the committee that he will be applying for FERP for the next academic year.

5. **Approval of the Minutes**
  - **December 7, 2015:** The minutes were approved as published.
6. **Model of Distribution of Promotion Funds for Spring 2016.** The memo was approved and will be forwarded to the President.
7. **Deadlines for WPAFs for 2016-2017 Academic Year.** The memo was approved and will be forwarded to the President.
8. **Electronic Submission of WPAFS:** Provost Lee was invited to the discussion regarding the proposed pilot. The Provost will review the proposal and documents and then meet with the Committee. The proposal for a one year pilot is still pending.
9. **Notice to Units of Deadline for Submitting ARTP Policy Revision:** The Call for Amendment of ARTP Policies and Procedure to Govern Academic Year 2016-2017. The Senate Analyst will forward to Units. The Committee reviewed the Guidelines for Submitting Unit/College ARTP Documents and suggested minor revisions. The guidelines and transmittal form will be sent to units on or about February 2. This Committee welcomes feedback on these items.
10. **Counseling Unit:** HR will attempt to gather relevant documents and review them with the goal of complying with the CBA and University policy. At last meeting, the Committee heard from CFA, which is one side of the story. Therefore, the Committee would like VP Mills to join the committee at their next meeting.

**Adjournment:** 5:00 pm.