

**UNIVERSITY APPOINTMENT, RETENTION, TENURE  
AND PROMOTION COMMITTEE**

**Monday, October 2, 2017**

**3:00 – 5:00 pm, 275 Sacramento Hall**

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**MEMBERS**

Tanya Altmann, Nursing (HHS) (absent)	Ahmed Salem, Computer Science (ECS)
Chris Boosalis, Graduate and Professional Studies (EDU)	Sudhir Thakur, Finance (CBA)
Rebecca Cameron, Psychology (SSIS) (absent)	Jim Wanket, Geography (NSM)
Leilani Hall, Library (absent)	David Zuckerman, Communication Studies (A&L)
Ernie Hills, Music (A&L)	(absent)
Marlyn Jones, Criminal Justice (HHS)	Vacant Representative Seats: Counseling (1), SSIS (1)

**NON-VOTING/EX-OFFICIO MEMBERS**

Julian Heather, Chair, Faculty Senate (absent)  
Dianne Hyson, Associate VP for Faculty Advancement (Interim)

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**MINUTES**

*APPROVED: OCTOBER 16, 2017*

- 1. Call to Order:** The meeting was called to order at 3:05 pm.
- 2. Open Forum:**
  - Part-Time Hiring Committee Name:** Professor Cameron asked if there were guidelines to address the naming of a hiring committee. She stated that a few faculty in her unit have inquired about changing the name from Part-time Hiring Committee to Lecturer Hiring Committee. Professor Jones stated that it should conform to the terminology in the CBA. AVP Hyson will check on Item K in the CBA in relation to other terms. The discussion will continue at the next meeting.
- 3. Approval of the Agenda:** The agenda was approved as published.
- 4. Approval of the Minutes – [September 18, 2017](#)** The minutes were approved as published.
- 5. Membership**
  - a. Introductions:** The members introduced themselves and welcomed Professor Hills.
  - b. [Subcommittee Assignments:](#)** Professor Jones stated that the subcommittee assignments might need to be re-assessed this spring depending on workload. Adjusting from three subcommittees to four.

**6. Unit ARTP Policy Tracking Report** – Attachment: [UARTP 17/18-6](#)

**Nursing:** Subcommittee II reported that the Subcommittee reviewed the document and that there was some consultation with Jake Hurley in HR. Professors Thakur and Boosalis will forward their notes to Professor Jones and Analyst Garcia. Professor Jones will follow-up with Professor Dube.

**7. Call for Amendment of ARTP Policies and Procedures to Govern Academic Year 2018/19**

- a. [Call](#) The Committee discussed scheduling information meetings at the end of January. Analyst Garcia will schedule and add the information to the Call letter.
- b. [Guidelines for Submitting Unit / College ARTP Documents](#) The guidelines were reviewed and minor edits will be made.
- c. [UARTP Transmittal Document](#) The faculty vote information will be updated to include the number of votes: yes, no, abstentions for approval of the amended unit document and a second vote if needed for substantive changes.
- d. **Informational Workshops:** Dates/times were identified: Jan 30 from 3-4 pm and Jan 31 from 10-11 am. Analyst Garcia will check on meeting rooms.

**8. Priority list:** Members will work on a list of priority items.

**9. Electronic WPAFS Update:** Professor Jones provided the history of the project. AVP Hyson shared that some CSU campuses are using Interfolio. Next steps: VP Miller will be invited to the October 16 or November 6 meeting; the Senate Chair will be asked to consult with other campus chairs if they use electronic WPAFs and if so, which and how well it has worked; and a Work Group will be established.

**10. Adjournment:** The meeting was adjourned at 4:45 pm.