



# SACRAMENTO STATE

Faculty Senate

## UNIVERSITY APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEE

### MINUTES OF THE MEETING OF FEBRUARY 6, 2017

*Approved: March 6, 2017*

**Call to Order:** Meeting Convener Marya Endriga called the meeting to order at 3:10 pm.

**Roll Call:** Roll was taken.

Voting Members: Altmann (absent), Dube (absent), Endriga, Hall, Jones, Roberts (absent), Thakur, Zuckerman, EDU Representatives (vacant), ECS Representative (vacant), Counseling Representative (vacant).

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

**Approval of the Agenda:** Approved

#### **Minutes:**

- **November 21, 2016:** The minutes were approved.
- **December 5, 2016:** The minutes were amended to reflect that the December 5 minutes were not posted to the agenda and so approval was postponed until the next Committee meeting. minutes as amended were approved.

**February Committee Meetings:** The Committee will not meet on February 20 to allow the members to be able to attend the Livingston Lecture to be presented by Dr. Ted Lascher.

**WASC Lines of Inquiry:** Senate Chair Heather stated that the WASC review team will be on campus in April and that they have identified a number of lines of inquiry, which represent topics that they wish to gather information on during their campus visit. Several of these lines of inquiry intersect with Senate roles and responsibilities. A referral will be sent to the Committee requesting input on “What are the roles of departments, central administration, and the President’s Office in ARTP?” The Committee was also asked to identify a committee member to attend Faculty Senate Executive Committee’s meeting with the WASC Review Team.

**UARTP Workshop for Department Chairs:** The Committee reviewed the original request from HR, which was an invitation to participate in the HR Orientation for Department Chairs on the topic of UARTP. The orientation is scheduled for Fall 2017. No action is required of the Committee until HR provides more information about the invitation to present.”

**Referral: Role and Responsibilities of the Department/Division Chair Policy:** The Committee reviewed the draft response and minor edits were suggested. The updated item will be placed on the March 6 agenda.

**Unit ARTP Policies Update:**

- **Humanities and Religious Studies:** A motion was made, seconded, and carried to approve the Humanities and Religious Studies document and forward to the Provost for action. Garcia will prepare the Committee's memo to the Provost for review on March 6.
- **Geology:** The Unit's amended policy will be placed on the March 6 agenda. Professor Jones will forward the subcommittee's report and the Unit's documents to Garcia for placement on the agenda.
- **Anthropology:** Assigned to Subcommittee I.
- **Sociology:** Assigned to Subcommittee III.

**Policy Inquiries:** Professor Endriga will consult with VP Hurley on the inquiry from the College of Business Administration and update the Committee at the March 6 meeting.

**Policy on Resubmission of Documents/Expiration of Document Review Requests:** The Committee commenced discussion of a new policy to address documents that were returned to the Units with no further response for the period of the academic year. This makes tracking difficult and does not free up the subcommittees to work on new requests for review. Continued discussion planned for April meetings.

**Expedited Reviews:** The Committee began discussion about whether to allow programs to continue to submit expedited reviews of Sections 6.06 and 6.08 and availability of Committee members to conduct reviews over the Summer. Continued discussion planned for April meetings.

**Review Cycle for Full Document Review:** Brief mention was made of an idea to create a cycle for full document review of unit documents, in addition to the full review that is conducted when units initiate requests for document updates. This practice would ensure that all documents are reviewed periodically. This item will be placed on a future agenda, as time allows.

**HR Update:** Not provided.

**Adjournment:** The meeting was adjourned at 5:10 pm.