

**Minutes of the All Faculty Meeting**  
**Tuesday, March 26, 2019**  
**(Chemical & Biological Engineering & Chemistry Building, Room 2228)**

**Call to Order**

Faculty Senate Chair, Dr. Thomas Montoya, calls the meeting to order at 4:01pm.

**Roll Call**

**Faculty present:** Drs. Haley Armstrong, Laura Kremmel, Lisa Kunza, Kelli McCormick, Thomas Montoya (Chair), Marc Robinson, Albert Romkes (Secretary), and Mengyu Qiao.

**Proposed Changes in Guidelines for P&T Dossier Preparation**

- Dr. Mengyu Qiao: in the proposed changes regarding the review letters by collaborators, it needs to be clarified what exactly is meant by *collaborators*. The Chair responds that the P&T committee has already recognized this and is in the process to amend the proposed changes to include more language that would clearly state this.
- Dr. Haley Armstrong: were there any other significant proposed changes to the guidelines? Dr. Kelli McCormick: to the best of her knowledge no. Most of the changes concerned added language to clarify matters.
- Dr. Mengyu Qiao: there is mention of a *review period*, but it is not clearly stated what this means. Language should be added to clarify this. Dr. Kelli McCormick: a statement regarding a review period was added to state that a candidate should be only reviewed over the time since his/her last evaluation for promotion and/or tenure. However, language should clearly be added to clarify this, as questions still persist
- Dr. Albert Romkes: as of when does the P&T committee want these changes to be effective? Chair: the P&T committee would like these proposed changes reviewed and passed by the end of this spring semester, so they would be effective as of this fall semester. Candidates who are up for consideration of P&T would then be informed of the new guidelines by the beginning of the summer and have ample time to compose their dossiers in accordance with the new guidelines.
- Dr. Mengyu Qiao: would any member of a departmental P&T committee be allowed to send his/her own letter to the University P&T Committee in addition to the recommendation of the department committee? At this point, it did not seem clear whether that is explicitly prohibited or wanted.

**Adjourn**

The meeting adjourned at 4:10pm.