Minutes
LIBRARY COMMITTEE ON PROMOTION AND TENURE
September 9, 2009

Members Present:  Bill Crowe (chair), Deborah Dandridge, Frances Devlin, Keith Russell and Sheryl Williams.  Also present: George Gibbs (LFPA liaison), Ada Emmett (LFPA Chair) and Mike Broadwell (Libraries Director of Human Resources).

With George, Ada and Mike present, the Committee discussed both LCPT’s standing and Special Charges, especially within the context of seeking ways to improve the communication of procedures for P&T and PTTR to Library Faculty.

It was decided that the chair of the Committee will work with Mike Broadwell first to review all documents on the Libraries’ intranet for the purpose of removing all out of date information related to P&T and PTTR and archive it (via University Archives).  To maintain the currency of all documentation about these procedures, it was proposed that LCPT, along with LFPA Exec and the Dean, call on the HR Director to serve as the manager of this information, rather than leaving this responsibility to various LFPA committees whose membership changes yearly.

Mike expressed willingness to do so and to also help implement, during early 2010, a usability test for the improved system of communicating existing information about P&T and PTTR procedures.  Candidates, supervisors and mentors will be the participants in this test.  In addition, it was agreed that—as a first step--Mike also would work with Bill to ensure that the 2009 “overview” document on the University Libraries Faculty Appointment, PTTR and P&T procedures (which had been shared with LFPA Exec and the faculty at large in spring 2009) be placed on the intranet immediately.

After Ada, Mike, and George departed, the Committee reviewed its plan for action to be taken during the fall semester, some housekeeping issues (about keys, sharing of files, etc.), and agreed to be ready to address the special charges at the beginning of spring semester, before attending to the one PTTR case to come before it during that semester.
For the next Committee meeting, October 5, 2009, the Committee members are asked to review the criteria and discipline expectations for promotion and tenure as they prepare to begin reviewing a file being submitted by a candidate.

Respectfully submitted,
Deborah Dandridge