MINUTES
Library Committee for Promotion and Tenure
September 29, 2010

Present: Deborah Dandridge, Fran Devlin (Chair), Judith Emde, Keith Russell and Sherry Williams.
Guest: Mike Broadwell

The minutes of the July 12 and July 28, 2010 were reviewed and approved with corrections.

Sherry presented an informal report about her experience serving as LCPT representative on the Libraries first Draft Dossier Review Committee. She described her approach to reading the files for the purpose of focusing only on how the material in each file was organized and compiled. During this examination of the files, she took notes, which became the basis of the comments she shared in her meetings with each candidate. With the positive response she received from the candidates, Sherry concluded that this new Committee was beneficial to these candidates. The Committee and Mike engaged in a detailed discussion about Sherry’s findings. As a source of reference for the next LCPT representative on this review committee, Sherry will provide a written account of how she reviewed the files. Her notes will also be useful in preparing the report to LFPA Exec on the process (one of LCPT’s special charges).

Mike presented a revised draft of the Libraries Ad Hoc Dossier Review Confirmation statement that is signed by the candidate and the LCPT Ad Hoc Committee Member and it was approved.

Fran led the discussion about the Committee’s procedures for reviewing the files. She directed all to review the P & T forms on the Provost’s website and suggested a process for reviewing the order of these files. The Committee also determined how the responsibilities for writing the reviews would be distributed among its members.

Fran reminded everyone about the planned fall 2010 schedule of meetings to review the 4 candidates. The next meeting will be held on October 22, 2010.