University Rank, Salary, and Tenure Policy Commission
Friday, December 7, 2012
12:00 – 1:00 p.m. Warner 207

Agenda:

1. Selection of recording secretary for the meeting/ review of meeting notes from Oct. 16, 2012 (see below)

2. Review of 2013-14 CRSTC plans (plans are in the shared drive)

3. Review of evaluation form for chancellor (evaluation forms for deans and provost have already been approved as part of the 2012-13 URSTPC guidelines)

4. Review of the format of the annual salary study

5. Question referred to URSTPC: should there be a policy statement on the use of e-mail when tenured faculty are communicating to draft the required annual letter to probationary faculty?
Notes from URSTPC Meeting on October 16, 2012 (4:30 – 5:30 in Warner 207)

In attendance: Laura Anderson, Kory Wein, Joan Riedle, Marge Karsten, Osama Jadaan, Jeff Huebschman, Scott White, David Van Buren

1. Laura Anderson was elected chair for 2012-13.

2. The members reviewed the URSTPC calendar and the duties of the URSTPC for 2012-13. The URSTPC will need to review the 2013-14 CRSTC plans at its next meeting. Anderson will contact the CRSTC chairs. Wein had noted an error in the 2012-13 URSTPC calendar (the deadline of Jan. 7 for RST files to be given to the DRBs was incorrectly listed as Jan. 9). Anderson will get a corrected version of the calendar on the URSTPC website as soon as possible.

3. The members discussed the evaluation process for deans, the provost, and the chancellor. Anderson will track down the evaluation form for review of the chancellor (this evaluation hasn’t been done in several years). The URSTPC will review the chancellor evaluation form at its next meeting.

4. Anderson will schedule the next URSTPC meeting through Zimbra.