University Rank, Salary, and Tenure Policy Commission
Thursday, April 11, 2013, 4:00 p.m., Gardner, Room 156

Laura Anderson, Chair
Joan Riedle
Mesut Muslu
Lisa Merkes-Kress, Recording Secretary

Scott White
Marge Karsten
Barb Barnet

Guests: Elmo Rawling and Beth Frieders
Absent: Jeff Huebschman, Keith Thompson, David Van Buren, Kory Wein

MINUTES

I. Call to Order
Chair Anderson called the meeting to order at 4:04 p.m.

II. Approval of Minutes of February 28, 2013
Minutes approved as presented.

III. Approval of the Agenda for April 11, 2013
Agenda approved as presented.

IV. Announcements (L. Anderson)
Nothing at this time

V. Unfinished Business

1. Salary data and inequity study (B. Barnet)
   This is progressing but still work to do.

2. Process of evaluation Administrators and review of evaluation form for Provost (L. Anderson)
   Consistency is needed on all review forms. This would be in the guidelines for next year. Unanimous agreement to move forward with the form. Confidentiality and System legal – the dean level and below is confidential by state statute.
Exempted by the same state statutes are vice chancellor and chancellor (these are not confidential). Paul Erickson is the official public records officer that communicates with system legal for the decision about public viewing of chancellor’s evaluation. **Motion:** Muslu moved to recommend the issue of confidentiality and public record to faculty senate for recommendation to forward on to Paul Erickson, seconded by Karsten. One opposed, four approved, Motion carried.

3. **RST revisions: Completion of project and transition year**
   This summer we will be working on RST plans and creating a model. The forms will need to be consistent and USTPC will be reviewing all of the forms. E. Rawling and Chair Anderson will be acting on this during the summer, creating the form and timeline; any other volunteers would be appreciated. URSTC would meet once session is back to discuss and make decisions to move to faculty senate in September and educate departments in October. Possible timeline 2013-2014 gather ideas and create plan, fall 2013 introduce, spring 2014 finalize and find loose ends, spring of 2015 evaluations starts, fall 2015 old promotions will be gone, and implement and transition in 2016. Discussion ensued about the dates, when things had to be in place, and when it would be effective. When would the plans be in to USBC? Has to be approved a year before it is used. This should go to faculty senate by spring 2014. Would like to go to faculty senate with a timeline by fall 2013.

VI. **New Business**

None at this time

**Adjournment**
Chair Anderson adjourned meeting at 5:05 p.m.

Respectfully submitted,

Lisa Merkes-Kress, Recording Secretary
## ACTION ITEMS

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>ACTION</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub group to discuss more about evaluations</td>
<td>Laura Anderson</td>
<td>Reserve a room and locate Provost job description</td>
<td></td>
</tr>
<tr>
<td>RST Revisions</td>
<td>Laura Anderson</td>
<td>Need volunteers for the summer to create timeline and form.</td>
<td></td>
</tr>
<tr>
<td>Confidentiality and public record of Chancellors review</td>
<td>Laura Anderson</td>
<td>forward to faculty senate</td>
<td></td>
</tr>
</tbody>
</table>