Member(s) Absent: Bownas, Desjardins, Keaten, Merrill, Wacker.
Guest(s): None.

Call to Order
The meeting was called to order at 3:30 p.m.

Approval of the agenda/Approval of the October 8, 2014 minutes
The agenda was amended to postpone Curriculum Approval Process and Form (Temkin is in correspondence with Couch regarding form updates and online availability), Pending Senate Action 1058 (Promotion Guidelines) (additional research and information is needed to proceed with discussion), and Evaluation, Promotion and Tenure (Temkin is still drafting language). The amended agenda was approved without objection.

Anderson asked for clarification on the information outlined for Senate Action 1054 in the minutes. Temkin noted that the Senate Action was rejected by the Provost and the Committee agreed to move forward without revisiting the proposal.

The October 8, 2014 minutes were approved unanimously.

Chair’s Report/Announcements: No report.

Unfinished Business
Procedure for Recusal in Tenure Decision

MOTION: Accept the Procedure for Requesting Recusal language proposal, with additional Committee amendments (in red): Gardiner.
SECOND: Franklin.

Procedure for Requesting Recusal
An individual applying for tenure, promotion, or post-tenure comprehensive review may request that an individual who would otherwise be involved in the decision-making process (faculty member, chair/director, dean or CAO) be recused. Any request for such recusal must be made in writing to the CAO at least twenty (20) working days before submission of the application for tenure, promotion, or post-tenure review. The recusal request must contain a good faith allegation that the individual whose recusal is sought would engage in illegal, arbitrary or capricious action with respect to the application. Action is considered arbitrary or capricious if it has no factual evidence basis or evinces personal bias.

The recusal request must be supported by direct evidence of behavior on the part of the person whose recusal is sought that supports the claim that the person (1) has in the past engaged in illegal, arbitrary or capricious behavior toward the applicant that supports the claim that the person will more likely than not engage in such behavior with respect to the application or that (2) has stated an intention to engage in illegal, arbitrary or capricious action with respect to the faculty member’s application for tenure, promotion, or post-tenure review that supports the conclusion that the person would more likely than not engage in such behavior.

The initial decision on the recusal request will be made by the CAO (even when the CAO is the person whose recusal is requested). If either the party who makes the request or the individual whose recusal is requested disagrees with the CAO’s decision on the request, he/she may appeal the decision to the President of the University. Such appeal must be made within ten (10) working days of receipt of the CAO’s decision. The President must then render a decision on the appeal within ten (10) working days. The President’s decision is final.

VOTE: The motion passed unanimously.

MOTION: After the first occurrence of the language, additional occurrences will be outlined as a reference to the first section with the complete language. Accept the placement of the language within the policies: Temkin.
SECOND: Gardiner.
VOTE: The motion passed unanimously.
MOTION: Remand the policy proposal to the Codification Committee for numbering: Temkin.
SECOND: Gardiner.
VOTE: The motion passed unanimously.

Curriculum Approval Process and Form: Topic postponed. (Temkin is in correspondence with Couch regarding form updates and online availability).

Pending Senate Action 1058 (Promotion Guidelines): Topic postponed. (Additional research and information is required to proceed with discussion).

Evaluation, Promotion, and Tenure: Topic postponed. (Temkin is still drafting language).

Annual Timeline for Comprehensive Reviews: Topic postponed. (Awaiting update from Dean Gregg).

New Business
Other New Business
Franklin asked if there was additional information regarding the timeline for Post-Tenure Review: Temkin outlined information he received from Satriana (email to Committee) and research on regulations regarding post-tenure review timelines. The Committee will continue discussion on this topic at the November 5, 2014 meeting, and Temkin noted that his draft of the Evaluation, Promotion, and Tenure language will reflect the appropriate language.

Adjournment
The meeting adjourned at 4:20 p.m.

Mary Schuttler
Chair

Lori Riley
Recording Secretary