

**Academic Council**  
**December 6, 2019**  
**2:00-3:20**

**In attendance:**

David Garrison, Brian Stephens, Becky-Huss-Keeler, Chuck Crocker, Pat Hutchins, Kathy Matthew, Sheila Baker, Elizabeth Beavers, Nick Kelling, Mike McMullen, Heather Kanenberg, Charlotte Tullos, Tim Richardson, Stephen Cotten, Joan Pedro, Ed Waller, Jeffery Mountain, Miguel Gonzalez and Steven Berberich

**Grievance Policy**

Stephen Cotten provided a comprehensive overview of the new grievance policy  
Sheila Baker motioned to approve the policy; Elizabeth Beavers seconded motion, which **passed unanimously**

**Promotion and Tenure Policy**

Heather Kanenberg provided an overview of the P&T policy highlighting major changes and the amendments that were made to the policy when it was presented at the December 4, 2019 Faculty Senate meeting.

In response to a question, the Provost stated that while the P & T policy will be effective for the 20-21 cohort, he clarified that for the next six years faculty in each college will have the choice of either their college's present promotion and tenure criteria or new promotion and tenure criteria (once approved at college level).

The following discussion and amendments were presented:

Mike McMullen noted that concerns were raised at Council of Professors last meeting regarding the Deans presenting the candidate's case. He recommended the Provost present the case and offered the following amendment (highlighted in yellow) to section 7.7.5 that was seconded by Nick Kelling.

7.7.5 At the UPTC meeting all members are required to vote. Those candidates that receive a simple majority of votes from the preliminary balloting will be presented as a group to the Committee for a collective approving vote. If the motion passes by a majority vote, then all will be approved by the vote in the preliminary ballot. If the motion fails to receive a simple majority vote, then each candidate who did not receive a unanimous preliminary vote (100% "yes" vote) will be discussed and voted on individually. Each candidate who receives a unanimous preliminary "yes" vote, moves forward without further discussion.

During discussions the Provost will initially present the candidate's case. After discussion concludes the Provost will call for a vote (secret ballot). The Dean and faculty member from the candidate's college, while present for discussion, will not be permitted to vote. All votes for approval of promotion and/or tenure are by secret ballot. A simple majority is required of all eligible Committee members who are present and voting on all tenure or promotion cases. In the case of a tie, a second round of discussions will occur followed by a second, secret ballot vote. The outcome of the second vote will be final. If the UPTC cannot reach a unanimous decision, its division and the reasons for it shall be expressed in the UPTC Report. Deliberations of the Committee and all statements made by individual Committee members are confidential. The written statements explaining the basis for the Committee's recommendations, however, are not confidential.

Following discussion, the **motion passed unanimously**.

David Garrison expressed concern over 7.2: topic of faculty membership on UPTC. Brian Stephens supported dialogue about a potential concern if the elected faculty member will present the candidate. The Provost provided clarity as to the intent of how the policy and the UPTC meeting would be implemented. Confusion: representation vs. “attorney” type role. Ensuring the committee is a level committee with representation from each college. Again, the Provost emphasized clarity of the intent of the language and process. He acknowledged the concerns of the past and how this is intended to ensure the process is witnessed and engaged by representatives across the university. In the end, cases will ultimately be decided by the President. Heather Kanenberg commented that the approve or disapprove process will also require a fresh look at how we write letters and thereby communicate whether a candidate meets criteria.

Elizabeth Beavers made a motion to add “**may**” under 5.1.2 to be consistent with amendments made in faculty senate. Nick Kelling seconded the motion.

5.1.2 Educational activities may include, but are not limited to: the development of new curricula, new courses, new degree programs and new training programs; the writing of textbooks and educational publications; and presentations about teaching at professional meetings.

There was no discussion and **the motion passed unanimously.**

Healthy discussion focused on the page number limitation in **3.2.3**; Considerations were shared by Nick Kelling, Stephen Cotten, Elizabeth Beavers, Sheila Baker, Becky Huss-Keeler, Heather Kanenberg, and David Garrison. Interim Dean Joan Pedro assured that COE will comply with university guidance.

Dr. Stephen Cotten made a motion to revise Item 7 as shown in yellow, which was seconded by Dr. Kathryn Matthew. Following discussion, **the motion passed** 12 in favor, 2 opposed and no abstentions.

Item 7 may total no more than the lesser of 7,500 words or fifteen pages. Many Promotion and Tenure Documents by successful candidates are frequently much shorter than thirty-five pages

Dr. Nick Kelling then made the motion highlighted in yellow below and Dr. Beavers seconded the motion.

Appendix material: supporting materials may include but are not limited to: teaching evaluations, course summaries, published research, research summaries, artistic products, etc.

**The motion passed unanimously.**

Next, Dr. Heather Kaneberg made the motion to modify the language in sections 7.4.4, 7.5.2 and 7.5.3 as shown below. Dr. Kelling seconded the **motion which passed unanimously.**

7.4.4 The PRC Chair adds the report to the candidate’s Promotion and Tenure File and forwards the file to the Department Chair. The PRC chair notifies the candidate that the report has been added to the file and forwarded. At this time, the candidate has access to the PRC report.

7.5.2 The Department Chair adds her/his recommendation to the Promotion and Tenure File and forwards the file to the Dean. The Department Chair shall promptly notify the candidate that the report from the Department Chair has been added to the file.

7.5.3 Upon receiving notification by the Department Chair, the candidate will have access to the Promotion and Tenure File and has at least five working days to submit a letter of rebuttal and supporting evidence to the file.

Finally, Dr. Kanenberg requested the addition of the word “Full” in front of Professor in section 7.7.1. It was seconded by Dr. Nick Kelling and **approved unanimously**.

7.7.1 This Committee shall be chaired and facilitated by the Senior Vice President for Academic Affairs and Provost. It shall include the Deans of the College of Education, College of Business, College of Human Sciences and Humanities, and College of Science and Engineering; and one Full Professor elected by each of the four Colleges; and one Full Professor-at-large, who is to be elected by the Faculty Senate.

Elizabeth Beavers called the question to end discussion and moved to vote on policy. Nick Kelling seconded the motion with passed unanimously. **The vote to approve the P&T policy was also approved unanimously.**

Next, the Provost presented the following additional agenda items for discussion:

1. Additional Bachelor’s Degree: Motion to approve by Nick Kelling, seconded by Mike McMullen. **The motion passed unanimously.**
2. Double Degree Policy is a new policy for UHCL. The motion to approve was made by Nick Kelling, seconded by Dr. Beavers. **The motion passed unanimously.**
3. Finally, Dr. Kelling made a motion, which was seconded by Elizabeth Beavers to take the remaining policies and one informational item and approve them together. **The motion passed unanimously.**

Provost Berberich then called the meeting to end.