

CAS Policy Committee and Steering Committee

November 26, 2018

The Steering Committee: 2:30 – 3:30 pm

The Policy Committee: 3:30 – 5:00 pm

Meeting Location:

CAS Conference Room, 830 Clemens Hall, North Campus

AGENDA

1. Report: of Prof. David Johnson, Prof. of Comparative Literature that effective immediately he is stepping down from the APT. On 1 January 2019, he become the Associate Dean for graduate education and will not be able to serve the remainder of his term on the APT.
2. Report and approval of a policy language drafted by the ad hoc committee: Profs. Eric Seeman, Meredith Conti and Jason Benedict that would reflect the best practices to consider by departments in activities surrounding promotion and tenure, as follows:

CAS Policy: Procedure for conducting departmental review and vote for cases of promotion

To ensure a uniform process across all CAS departments that is also followed by APT and PRB, this policy specifies the chronology of three key elements concerning the departmental review and vote in promotion cases. Procedures and standards followed by individual departments may supplement these policies, but in each instance they shall occur in the following order:

First: The dossier will be made available to eligible voting faculty at least a week prior to the department meeting. The physical dossier, as a confidential document, should be kept in a secure location for eligible faculty to review and/or made accessible for viewing electronically via a secure UB Box folder.

Second: The department will meet to discuss the case/dossier. Deliberations must not begin until all external and internal letters of evaluation have been received.

Third: The faculty will conduct a vote by secret ballot.

Draft, November 11, 2018

3. Report of the Committee for Mentoring Clinical Faculty: updates presented by Dean Robin Schulze following her meeting with the subcommittee on Mentoring Clinical Faculty Chaired by Prof. Lara Hutson.
4. Report of the CAS Dean Robin Schulze on the process of the formation of a Department of Environment and Sustainability and presentation of a proposal for creation of a Department of Environment and Sustainability to Faculty Senate Executive Committee on November 7, 2018 (updated proposal sent to CAS policy committee).

5. Report: update on procedures of approval of undergraduate course development and approval for courses offered by programs sponsored jointly with other schools and colleges at the University at Buffalo presented by Dean Robin Schulze.