

Executive Committee Minutes  
February 1, 2019

Present: Jit Muthuswamy (chair), Tony Lamanna, Samantha Brunhaver, Rod Roscoe, George Pan, Doug Montgomery, Chris Buneo, Rosa Krajmalnik-Brown, Marcus Herrmann, Joohyung Lee  
Absent: Susan Squire, Andreas Spanias, Greg Raupp  
Guests: Dean Kyle Squires

1. **Approval of January 2019 EC Minutes.** Minutes were approved by the committee.
2. **Promotion, Tenure and Retention Criteria.** Dean Squires discussed some proposed changes to the criteria. These changes have to do, in large part, with nomenclature. Some initial comments made by committee:
  - a. add phrasing clarifying number of names required from candidate and director;
  - b. add phrasing about dean's required approval of lists.

It was also suggested that faculty be provided with peer lists early in their career to start honing relationships. Jit will distribute the criteria to the committee for review with turnaround in one week. Annette will send a link to the peer lists to the committee.

3. **Workload policy.** Dean Squires addressed the committee about updating the workload guidelines. The EC and directors' feedback are aligned. The dean is working with the directors to come up with metrics which he could share with the committee at a future meeting.
4. **Lecturer Renewals.** There are two suggestions on these: do renewals earlier or give them longer contracts. Jit will send note to Dean Squires on this.
5. **Dean's Distinguished Lecture Speaker.** Megan Smith has expressed interest in coming to campus for a seminar. Annette has sent her an email with some details and a request for dates but has heard nothing. Samantha will try to contact Megan Smith.
6. **AFSE Secretary and Bylaws Vote Update.** The deadline for voting for AFSE Secretary was January 31<sup>st</sup>. The Bylaws vote deadline is Feb. 4.

Next meeting: March 1, 2019; 12 NOON; BY 420