Sam Houston State University  
Council of Academic Deans  
Wednesday, December 11, 2013 – 9:30a.m.  
Minutes

Present:  Dr. Jaimie Hebert  Dr. Richard Eglsaeer  Dr. Jerry Bruce  
Dr. Kandi Tayebi  Dr. John Pascarella  Dr. Mitchell Muehsam  
Dr. Ron Shields  Dr. Gene Young  Dr. Michael Lacourse  

Guest:  Dr. Somer Franklin  Ms. Karen Whitney  Dr. Holly Miller  Ms. Jamilyn White

Minutes

1. Approval of Minutes for Council of Academic Deans for November 13, 2013
2. Faculty Credentials New Hire Documentation – The idea of the form is to accompany the request to hire memo. This form will keep us in compliance with SACs requirements. Associate Deans Council has reviewed and recommended approval to CAD. Dean’s request a signature line added to form: Chair/Dean/VPAA. The Provost Office is currently reviewing the process of the hire packet – once a process is in place this form will be included in the process. Turnaround time for the approval of the form and request to hire is within a day once received within the Provost Office as long as the form is sent with the appropriate information. Approved by CAD.
3. Tenure & Promotion DPTAC Vote – 3 points are always brought up from this letter

   1. Policy 2.04: 2 votes or 1 vote required (7.04 states the requirement of 2 votes) (tenure vote and then promotion vote). DPTAC votes on tenure, then sub committee in some cases vote on promotion. Depending on DPTAC faculty ranks. Regardless of DPTAC makeup – (Assistant Professor coming up for tenure/promotion) 2 separate anonymous votes will be required: Tenure vote and Promotion vote. Include the requirement in the Tenure Review letter that will go out this month from VPAA.
   2. Who calls the meeting: Chair of department or Chair of the DPTAC? Deans request feedback from Chairs. Communicate the findings to Provost.
   3. Units with 3 or fewer members on DPTAC: The expanded committee members should be put together in the probationary employee’s 2nd year and continue on the committee until the final recommendation is made (7.03 in policy supports this). *Once these expanded members are appointed they will continue on the DPTAC committee until final recommendation – regardless if the unit grows larger within that time period.

4. Post Tenure – Discuss with faculty: should the DPTAC be expanded in units
5. Interpreter Needs – How much are units spending on interpreter needs? Send last academic year needs to Karen Whitney within Office of the Provost.
6. AAC – January 13th @ 2:00 LSC 320 – please make your chairs aware
7. Miscellaneous
   i. Internal Enrollment Issues (follow up from 11/13 CAD meeting) – bring to next one on one meeting.

Recorder  
Julie Schwab