1. Review of Promotion & Tenure Process - Jen highlighted several different parts of the university’s Faculty Senate Rules and Regulations (FSRR) code that pertain to promotion and tenure review procedures, specifically the initial and intermediate review, and how and to what degree the library’s P&T procedures match those required procedures. Exec deliberated on the current practices in the library and adjustments that could be made to align those practices with FSRR. Areas that were covered include:
   a. Feedback to candidates: Jen noted that the sort of feedback candidates are given upon final review has very scant detail, whereas other departments give various levels of approval (e.g. satisfactory, excellent, etc.)
   b. Ensuring the best files go forward: How do the libraries assure that the best possible tenure file goes forward for review with the same checks and editorial procedures that other university departments have?
   c. A sample of other departments’s procedures: Jen reported information on how other departments have extended timetables, longer than the period of time the libraries currently uses, for reviewing documents and giving candidates feedback throughout the process. Jen noted that the School of Business has a similar structure to the libraries in terms of a large organization without departmental divisions
2. Next steps: It was agreed upon that a draft document would be written, shared with Exec, then shared with other library administrative and governance committees as appropriate.
3. Actions: Jen will draft the document explaining the issues. Ada will contact the Libraries’ Parliamentarian on whether a vote for changes in our procedures would be necessary. Previous Minutes Approval
4. Further Faculty Evaluation Plan Review