

September 6, 2011

MEMO TO: Academic Senate  
FROM: Hank Liese, Chair, University RPT Standards Committee (URPTSC)  
RE: Annual Report, 2010-2011

### Meeting Schedule

The University RPT Standards Committee met 7 times during the 2010-2011 academic year, on the following schedule:

<u>2010</u>	<u>2011</u>
September 17	January 28
October 22	March 18
November 19	May 9
December 17	

### Departmental RPT Reviews

With input and assistance from Associate Vice President Susan Olson and her representative, Robert Flores, the Committee reviewed and gave *final approval* to RPT statements from the following departments, ensuring that all adhered to University Policy, in particular University Policy 6-303, which underwent substantive changes relating to RPT standards, effective July 1, 2010:

- 1) History
- 2) Psychology
- 3) Sociology

The URPTSC reviewed and gave *conditional approval* to RPT statements from the following departments (with final approval contingent on the department's addressing specific feedback from the Committee, as overseen by the URPTSC Chair and Robert Flores):

- 1) Math
- 2) English

Finally, the URPTSC received RPT statements from the following departments and is still engaged with them in the approval process:

- 1) Philosophy
- 2) Nutrition
- 3) Occupational Therapy
- 4) Political Science

## Document Development

With Robert Flores taking a lead role, the URPTSC has developed, or is currently drafting, documents intended to help departments better understand and more easily navigate the RPT approval process. These documents include the following:

- *URPTSC Approval Process Overview* – To be shared with departments on initial submission of their RPT statements.
- *Guide on Articulating Departmental RPT Criteria and Standards* – To help departments “operationalize” the new RPT standards of excellence/effectiveness in University Policy 6-303.
- *Checklist and Guidelines for Review of Departmental Statement of RPT Criteria, Standards, and Procedures* – Used by the URPTSC in the review process, but now also shared with departments so they know what the committee is looking for.
- *URPTSC Status Sheet* – To be updated annually, this document helps the Committee track its work and is comprised of three sections: (1) active projects (revising underway, but not yet URPTSC approved), (2) completed projects of the past 7 years (approved by the URPTSC, and not currently reactivated), and (3) “old” (departments not currently active and not approved in the past 7 years).
- *Slide show-RPT training session*. This slide show is used to educate department chairpersons about the work of the Committee and the process of revising departmental RPT Statements. It was presented at a meeting of chairs in spring 2011 and likely will be presented annually.

## Additional URPTSC Activities

The URPTSC engaged in the following additional activities in the past year:

- Met with Amy Davis at the Brain Institute regarding the UNITE website, which the URPTSC is planning to use for document management and review. Amy has set up a secure folder that can only be accessed by URPTSC members.
- Continued discussion from prior years of the URPTSC’s “template project,” which would result in a document presenting a standardized structure for RPT statements, including language that mirrors University policy as well as specific references and links to policy.
- Made a priority of identifying and working with those departments who have revised their RPT statements and are already using them, without URPTSC approval.
- Discussed possible implementation of a schedule of reviewing departmental RPT Statements on a seven-year cycle (coinciding with the cycle for Graduate Council reviews of departments).
- Discussed the work of the URPTSC’s Auxiliary Faculty Subcommittee, which was formed in 2009-2010 and charged with developing a process for reviewing college-level retention and promotion guidelines for auxiliary faculty. Somewhat dormant in 2010-2011, this subcommittee will likely resume its work in 2011-2012.
- Provided input on an ongoing basis to Susan Olson on the part-time tenure policy.
- Met with Amy Wildermuth, the new Associate Vice President for Faculty, at the Committee’s final meeting of the year.