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:

<table>
<thead>
<tr>
<th>2010</th>
<th>2011</th>
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<tr>
<td>September 17</td>
<td>January 28</td>
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<tr>
<td>October 22</td>
<td>March 18</td>
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<tr>
<td>November 19</td>
<td>May 9</td>
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<td>December 17</td>
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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.