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Utah State University
Academic Freedom and Tenure Committee (AFT)
Minutes – October 13, 2011

In attendance: Scott Budge, James Barnhill, Maria Spicer-Escalante, Britt Fagerheim, Sandi Gillam, Richard Jenson, Lynn Jemison Keisker, Anthony Lott, Craig Petersen, Mark Riffe, Aaron Roggia, Helga Van Miegroet, Vincent Wickwar (invited guest representing Faculty Senate Executive Committee).

- The meeting was called to order at 3:05 PM by AFT Chair Richard Jenson
- Minutes for the Feb 22nd AFT Committee meeting were read and approved.
- Richard Jenson reported that two grievance hearings had been concluded since the AFT committee last met and thanked those who had participated on the panels. No grievances are currently in progress.
- The remainder of the meeting was used to discuss and approve several proposals for amendments to the faculty code that had been carried over from the previous academic year. These proceeded as follows:
 - It was moved that the AFT forward a recommendation to the Faculty Senate Executive Committee that 405.7.1(3) be amended to include language requiring the candidate to be informed in writing whether, in the opinion of the department head or supervisor, the candidate's progress is satisfactory or whether and what improvements might be needed. This motion passed.
 - It was moved that the AFT forward a recommendation to the Faculty Senate Executive Committee that 407.7.2 be amended to clarify the reasons for non-renewal and to require that the faculty member receive a written record of the reasons for non-renewal. This motion passed.
 - It was moved that the AFT forward a recommendation to the Faculty Senate Executive Committee that 405.7.2(1) be amended to increase the initial solicitation of external reviewers to six letters, at least half from the candidate list (the required minimum number of returned letters in the binder remains at four). If fewer than four letters are returned, additional reviewers will be solicited, at least half coming from the from the candidate list. Also, wording was inserted stating that potential reviewers shall not be excluded from consideration solely because they have professional contact with the candidate. This motion passed.
 - It was moved that the AFT forward a recommendation to the Faculty Senate Executive Committee that 405.7.2(2-4) be amended to clarify the responsibilities and timing for delivering copies of the respective evaluation letters to the candidate. This motion also included a proposed amendment to 405.7.2(5) to include a paragraph stating that the Provost shall notify the candidate of the convening of the central committee and that the Provost will accept a written statement of supplementary information the candidate might wish to have reviewed (2 pages maximum). This motion passed.
- The meeting was adjourned at 4:35 PM.

Respectfully submitted by Richard Jenson.