I. Call to Order – The FAC Chair called the meeting to order at 3:35 pm. A quorum was not recognized.

II. Attendance
   a. Members Present: Bettye Wilson, Susan Perkins, Norman Bolus, Terry Hoobler, Pat Greenup, Barbara Gower, Stephen O’Connor, Isao Eto, Laurie Adams
   b. Members Absent with Notification: Mary Warren, Carolyn Sherer, Philip Blatt, Helen Southwood, Pam Paustian, Richard Shewchuk, Jeff Burkhardt, Resa Culpepper, Mark Kossick, Amanda Brown, T. Tamura, Jan Rowe,
   c. Ad-Hoc Members Present: Debra Laken
   d. Ad-Hoc Members Absent: Gerald Glandon
   e. Guests: None:
   f. Recorder: Bruce MacIver
   g. Dean’s Representative: Claire Peel

III. Minutes Approval for April 16, 2002 Meeting – Chair reported that the electronically distributed minutes had been approved on May 20, 2002 with no changes to the minutes as distributed.

IV. FAC Chair Report – Pat Greenup
   a. Executive Committee Meeting – May 2, 2002
      The Executive Committee met to discuss the May 14 meeting with Dean Jones and draft a list of questions and issues related to FAC. The discussion with Dean Jones on May 14 will be part of the review process for all documents related to the promotion and tenure review process.
   b. SHRP Faculty Handbook - FAC will need to review the structure of the committee to develop a process for the review and voting on Professor promotion and tenure packets. This will require amendments to FAC bylaws. Two additional sections of the SHRP Faculty Handbook need revision (3.4 consulting; and 3.5 reorganization procedures in the administrative structure of the school.)
   c. FAC Policies and Procedures - The Subcommittee for Review of Initial Faculty Appointments with Tenure procedures will need review and clarification as to the eligibility (rank/tenure status) of FAC members who vote on the recommendations from the subcommittee to the FAC.
   d. Chair Greenup asked Dr. Peel when the FAC could expect to receive the Dean’s decisions reports concerning the promotion and tenure packets.

V. FPPC Report – Representative Greenup reported that the FPPC is still reviewing Section 2 of the UAB Faculty Handbook. Appendix B and C review is completed. Appendix A was returned to Subcommittee.

VI. Faculty Senate Report – The Faculty Senate met on May 14, 2002 and Debra Laken submitted a written report from that meeting. The written report will be included in the official FAC minutes maintained in the Deans Office.

VII. Old Business
   a. Promotion and Tenure Process – The Chair submitted a draft of the FAC Review Process Guidelines for Promotion and Tenure to be considered for the 2003 promotion and tenure cycle. Members are requested to review and come to the June meeting with suggestions. See Attachment A.
b. Promotion and Tenure Guidelines Review
   1. Recommendations to departments
      FAC reviewers who used departmental guidelines are requested to submit comments,
suggestions, and recommendations to The Chair. The Chair will present a summary of
these comments at the June 18 FAC meeting and a revised summary will be forwarded to
the appropriate Department Chair.

   2. SHRP Guidelines – Promotion and Tenure
      An Ad Hoc committee was formed to review the Schools P/T Guidelines. Members are:
      Barbara Gower, Susan Perkins, Rick Shewchuk, and Laurie Adams. Members will
      submit recommendations to the Chair and a summary of recommended changes (or
      tracked changes document) will be discussed at the June meeting. The FAC
      recommendations to the SHRP P&T guidelines will be submitted to the Dean.

      The FAC Chair asked Dr. Peel to talk with the Department Chairs and discuss any SHRP
guidelines revisions. The goal is to have the recommendations from FAC and the
Department Chairs incorporated into these guidelines in time for use by candidates
preparing for the 2002-2003 cycle of promotion/tenure. The target date is to have the
revisions completed by the end of August.

      The FAC Chair distributed the 9/1/01 UAB FACULTY PROMOTION/TENURE
      ACTION SUMMARY FORM AND THE 1/16/02 UAB FACULTY
      PROMOTION/TENURE SUMMARY FORM. The review of the SHRP guidelines
      requires the determination of the form that is to be used. The Provost’s office will need to
      be contacted to determine the correct form. The 1/16/2002 form will require some
      modifications to the SHRP guidelines and each department will need to revise their
guidelines to assure the use of the appropriate form. Copies of these two forms will be
      included in the official FAC minutes maintained in the Deans Office.

c. Promotion and Tenure Guidelines – Chair of Department – Progress Review and Packet
   Process – No update.

d. Planning Subcommittee – No report.

VIII. New Business
   a. FAC Policies and Procedures – The Chair reported revisions are needed to address
      review of packets for faculty seeking the rank of Professor. FAC members were
      requested to discuss this topic and get input from departmental colleagues so that a
      proposal can be developed/approved by FAC at the June 18 meeting. This proposal will
      then be presented to the SHRP faculty as an amendment to the bylaws for FAC. One
      suggestion is the addition of a subcommittee that functions for the purpose of review of
      packets for the professor rank or when a professor should seek the award of tenure. This
      subcommittee would have only tenured professors who would review packets and vote as
      the eligible voters on FAC for recommendation decisions for such packets. Any elected
      members of FAC who are tenured professors would automatically serve on this
      subcommittee and the membership would need to have at least 5 tenured professors
      elected by the total faculty for service on this subcommittee. An election would need to
      occur annually during September and the members elected to serve only on the
      subcommittee would be called to action if a packet for professor rank will be presented to
      the FAC for review. Other suggestions will be discussed at the June 18 meeting. When
      the bylaws are amended then the FAC Policies and Procedures will require revision to
      achieve compliance with the bylaws. And the FAC Promotion and Tenure Review
      process document will then also need to be revised to be incompliance with any bylaws
      amendments.
b. FAC Bylaws Revisions – refer to Section IV B of these minutes.
c. Summer SHRP Faculty Meeting – The Chair reported that a July meeting would be preferable to address the amendments to the handbook/bylaws; however the date will be determined by the actions completed at the FAC June 18 meeting.

IX. Open Forum
No discussion due to time.

X. Announcements – Next FAC meeting will be June 18, 2002

XI. Motions/Resolutions –
No motions or resolutions were presented due to the nature of the business/discussion at this meeting.

XII. Adjournment – 4:55 p.m.