The meeting began at 3pm.

**Meeting Focus:** Annual Evaluations

**Chairs/Directors Present:** Weaver, Chacon-Silva, Wilson, Chilton, Boehmer, Castaneda, Bench, Doyle, Campbell, Goletti, Nunez, Herman

**Chairs/Directors Invited but not Present:** Moffett

**Dean’s Office Staff Present:** Jayasuriya, Zarate, Herman and Estrada

The format and topics of this meeting were identical to the Jan. 23, 2018. Half of chairs and directors were invited to the Jan. 23rd meeting and half to this meeting.

1. **Announcements**
   - Crites reminded chairs & directors to schedule University Communications to take pictures of their unit’s faculty & staff.
   - Crites updated faculty that the College was on track to be under budget but that it was still too soon to be certain.
   - All departments that were approved for capital improvements were notified via e-mail recently.
   - The College is working on a policy for appeals in the post-tenure review process. This will be distributed in the coming weeks.
   - There is still funding for initiatives to increase UTEP Edge activities in courses. Chairs and directors were encouraged to let faculty know this.
   - Crites let chairs/directors know that Adair Margo would host a reception so they could interact with individuals on the College Advisory Board. This will be sometime in the spring and is an opportunity for chairs/directors to meet advisory board members who may be able to help in department/program initiatives.

2. **Improving the tenure & promotion and third-year review process**
   Crites discussed a few areas in which the documentation for T&P packets could be improved in the future. To help with this, the College is working on a policy that would charge the College T&P Committee with reviewing the candidate’s packet and preceding evaluations to determine (1) whether all of the necessary information has been included and (2) assertions in evaluations that are supported by evidence. This policy is being drafted and will be distributed to chairs/directors in the next couple of weeks for review.
3. **Discussion: Annual Evaluations**
   To provide a context for the points listed below, please see the minutes from the Jan. 23 meeting. The following new issues were mentioned:
   - The potential importance/utility of chairs and directors meeting with (non-tenured) faculty and verbally reviewing the evaluation to insure that they understand everything and are not missing important aspects of the review that are not clearly articulated in the wording.
   - Using Department guidelines for T&P or promotion in the review process to help keep faculty focused on what they need to do to advance their career.
   - Having the Dean focus on annual PAR evaluations of individuals in their second and fourth year to help provide guidance for T&P.

4. **Discussion: Department Goals and Chair Evaluations**
   With time running-out, the idea of having departments set goals that could be reviewed yearly by the Dean was mentioned. One chair noted that there is no job description for a department chair and more clarity on duties/obligations might help.