

## **November 7, 2006, the Medical School at the University of Minnesota**

### **MINUTES**

#### **University of Minnesota Medical School Faculty Advisory Council**

**November 7, 2006**

The meeting of the Medical School Faculty Advisory Council (FAC) was held on Tuesday, at 4:00 p.m. in Room B646 Mayo Memorial Building and 281 School of Medicine Duluth (via ITV). Esam El-Fakahany, Vice-Chair of the FAC called the meeting to order.

Members Present: Drs. Robert Acton (for Kumar Belani), Gregory Beilman, Carole Bland, Peter Bitterman, Jim Boulger, Linda Burns, James Carey, Scott Crow, Levi Downs, Esam El-Fakahany, Donna Forbes, Richard Gray, Daniel Hanson, Kristin Hogquist, Dana Johnson, Carol Lange, James Pacala, Julie Switzer, and Todd Tuttle.

Dean's Office Staff Present: Allison Campbell, Charles Moldow, Patricia Mulcahy, Dean Deborah Powell, and Anne Taylor.

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#### **Welcome and Call to Order**

Dr. Esam El-Fakahany called the meeting to order at 4:05 p.m.

#### **Dean's Comments**

Dean Powell updated Council on several searches currently underway including the Department of Urologic Surgery Head Search, the Department of Integrative Biology and Physiology Head Search, and the search for a Senior Associate Dean for the Duluth Campus. Additionally, Dean Powell announced to Council that she would be presenting her State of the Medical School Address on November 9, 2006 at 4:30 p.m.

#### **Presentation of the Promotion and Tenure Committee**

Dr. Anne Taylor, Associate Dean for Faculty Affairs, presented to Council information regarding the Medical School Promotion and Tenure (P&T) Committee. Dr. Taylor explained that the P&T Committee reviews all promotion and tenure decisions for academic faculty, including the Clinical Scholar and Tenure Track. The Committee does not review appointments.

The Committee acts as an advisory committee to the Dean. The Committee composition consists of a core committee, which includes professors from both the Clinical Scholar and Tenure Track, as well as three members from the Duluth Campus. Additionally, members of the core committee includes both basic and clinical scientists. In addition to the core committee, there are approximately 30 alternates to the P&T Committee, who are requested to attend meetings when core members must excuse themselves due to conflicts of interest. Drs. Anne Taylor and Jean Regal act as ex-officio members to the Committee.

The P&T Committee meets weekly from mid October through January for two hours. Additionally, there are 3-4 hours of preparation for each meeting for each member. A primary and secondary reviewer is assigned to each dossier to be reviewed, but all committee members review all dossiers in order to vote on the decision.

Selection for Committee membership is based on recommendations from the Department Heads as well as representation from the Chairs of the various departmental P&T Committees. Due to the high volume of work required for this Committee, it is often difficult to find willing participants. Additionally, the membership of the core committee must remain fairly consistent in order to produce consistent decisions from year to year. For this reason, there is no set length of term for committee membership. Committee members are not compensated for this work. Dr. Taylor believed that compensation for time should be granted at the departmental level.

Each meeting of the P&T Committee must consist of 5-7 members to constitute a quorum. These members consist of at least one member from the Duluth Campus, as well as at least one Clinical Scholar Track member. Five dossiers are considered at each meeting, of which, none of the committee members can be from the same department as the candidates being reviewed. A vote is taken at each meeting. For tenure decisions, the Clinical Scholar member is not allowed to vote.

On the occasion where there is a negative vote, the candidate is allowed to appeal the decision to the Committee. Additional meetings are required for these appeals. The Committee may also choose to table votes, requesting more information.

Council believed that there should be wider faculty representation to serve on this important committee, as this committee impacts every faculty member in the Medical School. Service on the P&T Committee should be seen as a duty by all faculty.

Council was supportive of term lengths for the Committee, and believed that a three year term length would be appropriate for service. It was suggested that the responsibility of nominating faculty for membership should fall on the departments, but additionally that compensation of time should be granted for membership by the departments. If faculty members are serving a term on the P&T Committee they should be recused from service on Search Committees, etc. In order to provide enforcement mechanisms, it was suggested that an internal service component be added to the Compact Process, making the departments responsible for providing ample numbers of faculty to this and other Committees.

Dr. Taylor requested that the Faculty Advisory Council appointment a subgroup to put together recommendations to accomplish these steps.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

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Jeni Skar  
Staff to the FAC

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