



FACULTY MEETING
FRIDAY, AUGUST 22, 2003
3:00-5:00 P.M. – 104 STUZIN HALL

NOTE: Support materials are available in Associate Dean's office for review.

- 1) Minutes from April 18, 2003 for approval.
- 2) Introductions:
Dr. Juan Feng, Assistant Professor, DIS Department
Ms. Debbie Klapp, Senior Director of Development and Alumni Affairs
- 3) Other

GRADUATE FACULTY MEETING

- 1) Minutes from April 18, 2003 for approval
- INFORMATION ITEM:**
- 2) The Masters Committee has approved the following:
 - a) Master of Science in Business Administration with a concentration in Entrepreneurship (proposal to be distributed separately).
 - b) Changes to the MAIB program (to be distributed separately).
- 3) The following change has been made by the Promotion and Tenure Committee to the College Promotion and Tenure Guidelines regarding solicitation of outside reviewers:
 - A.2 Solicitation letters to prospective reviewers will follow a standard form, to be provided by the College Committee, and will be modified as necessary for variations across academic units. They shall include a statement of the College criteria, an indication of whether or not the candidate has waived his/her right of access to a) the evaluation letters and b) the identity of those providing evaluations, an explanation that the University may not be able to adhere to the confidentiality of the letters should a dispute arise over the promotion and tenure process, and a request that the reviewer provide an assessment of the candidate's research performance. Also, at the option of the candidate, a brief biosketch and the equivalent of a three to five (3-5) page (double spaced) statement of research and teaching goals may be included. When appropriate, the reviewer may also be asked to comment on the candidate's teaching and service record. Finally, the reviewer will be asked to indicate the basis on which judgments are made and to indicate whether the candidate would likely be promoted or granted tenure at institutions comparable to the University of Florida. For all candidates, copies of representative publications, creative works, etc., will be included with the letter of solicitation.
- 4) Dean's Report
- 5) Other