

Professional Standards Committee  
Minutes  
April 24, 2014

Members present: William Barry, Kristine Bartanen, Geoffrey Block, Douglas Cannon, Jennifer Hastings (Chair), Tiffany A. MacBain, Mark Reinitz, and Kurt Walls.

The meeting was called to order at 4:04, p.m., by Chair Hastings.

**1. Approval of minutes**

The minutes of April 17, 2014, with minor corrections, were approved unanimously.

**2. Consideration of revised evaluation criteria for Caruthers Chair.**

The committee approved the document with the suggestion that, for the sake of clarification, slashes in the document might be replaced with text.

**3. Buff Document**

Most of the meeting was devoted to crafting final text for the buff document.

- A. Clarification of electronic file submission policies
  - a. While there are multiple possibilities for electronic submission PSC recommends the use of Moodle.
  - b. Candidates who plan to submit their files using Moodle are strongly encouraged to inform the Dean's office by July 1 for the sake of OIS staff.
- B. Recommendations regarding letter length
  - a. The committee finalized text recommending that evaluation letters be to no longer than 5 single-spaced pages for tenure or promotion or third-year assistant-professor reviews, and no longer than 3 pages for all other reviews.
- C. Recommendations regarding statement length
  - a. The committee finalized text recommending that for all reviews (except tenure) statements not exceed 15 single-spaced pages.

**4. The committee adjourned for the semester.**