

Committee on Qualifications Annual Report to the Senate

September 1, 2000 - August 31, 2001

Members of the Committee

David Edmunds	Andras Farago	Don Gray
Rod Heelis	Doug Kiel	Kimberly Kempf-Leonard
Aage Moller	Shun-Chen Niu	Alice O'Tool, Vice Chair
Ram Rao	Tim Redman	S. Q. Zheng, Chair

Meeting Schedule

The Committee was scheduled to meet each Monday afternoon throughout the year. During some weeks a meeting was unnecessary due to the absence of files to consider.

For assistant professor new hires without tenure, the CQ conducted e-mail discussions. In most of such cases, an e-mail vote was conducted. A few cases were discussed and voted at CQ's regular meeting, because some CQ members raised serious issues during e-mail discussion.

All other cases were discussed and voted at CQ's regular meetings.

Review Activity

The committee reviewed recommendations for new appointments, the 3rd year faculty reviews, the recommendations for tenure and promotion. A summary of the files considered in each category is given below.

New Appointments

Assistant Professor	33
Associate Professor	4
Full Professor	6
Total	43

Faculty Reviews

3rd Year Review	9
Promotion to Associate Professor	9
Tenure Review of Associate Professor	1
Promotion to Full Professor	8
Total	27

Total Reviews	70
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Observations

At the beginning of the year, Drs. O'Toole and Zheng met with Provost Wildenthal to discuss some issues related to the CQ's operations. Dr. Wildenthal was invited subsequently to address to the committee at a special meeting. The CQ members were able to ask specific questions about the CQ's role in the review process. Dr. Wildenthal emphasized that the CQ should focus on the qualifications of the candidates, rather than on the evaluation process. CQ proceeded with this point in mind. Some committee members, however, still felt that reviewing evaluation processes is an important integral part of CQ's responsibilities.

During the review process, a number of issues arose. There was a confusion about the internal promotion procedure among some faculty. According to University Policy Memorandum 75-III.22-3, a secret ballot by above rank faculty must be conducted after the ad hoc review file has been assembled, including the ad hoc committee's written report, and before the file is forwarded to the Dean. No one shall vote who has not read the ad hoc review file. Apparently, some ad hoc committees in the School of Natural Sciences and Mathematics and the School of Management were not aware of this policy.

UTD Memorandum #41 (81-III.22-41) regarding initial appointments at UTD states that for tenured appointments, the Search Committee should solicit at least five independent judgments of the candidate's qualifications (these may include, but must not be limited to, individuals recommended by the candidate). This rule was not known by most of search committees. The reviews of some cases had to be delayed because of lack of independent reference letters.

There was a discussion on the CQ's role in reviewing initial hires. Dr. Kimberly Kempf-Leonard drafted a memo (see attached), which was presented to the Faculty Senate. This memo was discussed among some CQ members via e-mails. In this memo, it is suggested that CQ not review initial hiring recommendations. Some CQ members felt that this recommendation be altered to indicate that CQ should no longer review assistant professor new hire cases, but should be involved in reviews of initial hires of associate and full professors. The committee had not reached consensus on this issue.

While the CQ should concentrate on the qualifications of a candidate rather than on the hiring/evaluation process, the lack of uniformity in files unavoidably led the committee to spend considerable time looking into processes. It would be useful to provide a guideline or a check list to search committee chairs. It would be extremely helpful for future CQ chairs to meet ad hoc committee chairs to outline the internal faculty review and promotion procedures.

Incomplete Reviews

For two special hires, Dr. Ray Baughman and Dr. Anvar Zakidov, the CQ was unable to complete review process due to insufficient reference letters. The search committees and the dean of School of Natural Sciences and Mathematics were notified of the status of these two cases. These two cases will be considered by the next year's CQ once their files are complete.