

**Committee on Teaching and Research Faculty (CTRF) Meeting #2 Minutes**  
**Tuesday 9/17/24**  
**11am-12pm**

**Meeting held on Zoom**

**Members in attendance:** Drew Brodeur (Chair, CBC), Joe Aguilar (Secretary, HUA), Izabela Stroe (PH), Althea Danielski (HUA), Steve Kmiotek (CHEi)

1. **Review and approve minutes from 8/27.** The minutes from meeting #1 were approved with minor changes.
2. **COG Update from Committee Members Kmiotek and Danielski.** CTRF's motion on instructor promotions needs some minor changes before it can be forwarded to the Secretary for the agenda. There was also discussion about whether or not instructors' promotion dossiers should be designated as "confidential," since the process for instructor promotions does not go through COAP (where all dossiers are confidential). CTRF agrees that it might be helpful to include language that the portfolio could be designated as confidential at the request of the faculty member going up for promotion.

There was also more discussion about better clarifying the faculty handbook language regarding sabbaticals.

3. **Update faculty data with this year's sabbatical numbers.** Chair Brodeur will reach out to Carla for updated data.
4. **Research Professor promotions.** The Committee would like to create a clearer framework for the promotion process for research professors. The Committee agreed to look at other comparison schools' language around promotions for guidance.

**The committee adjourned at 12pm.**

**Respectfully submitted,**

**Joe Aguilar**  
**CTRF Secretary**