

**COSAM Accountability Committee Meeting Summary**  
**November 17, 2021**

**In attendance-** Kimberly Mulligan, Courtney Leisner, Steph Shepherd, Melissa Halford, Melinda Lanius, Vanessa Falcao, Veronica Morin, Beth Yarbrough

**1. COSAM Onboarding Process- What would make this a more inclusive process?**

- a. Create an interview packet for prospective candidates- List of daycares, relators, where to get.....(name the service), restaurants, vets, dog parks, etc.)
- b. Tour of campus and COSAM; a map would be helpful
- c. Introduction to mentors (faculty) and counterparts in other departments and/or designated trainers (staff).
- d. Organizational chart for each department and COSAM
- e. List of COSAM, University, and Community Resources (for faculty and staff as well as the resources they should be aware of to share with students)- **\*Geoscience is currently working on this.**
- f. A list of expectations that need to be considered for annual review/promotion/tenure.
- g. Face-to-face introductions with key personnel on in the departments and in COSAM to understand the role they play in faculty/staff/student success. This could include main office staff for the departments, Student Services (each faculty member should know who the advisor is for their department), OIED, Outreach, Development, and HR.
- h. Provide understanding of day-to-day operations for each department. This includes making sure everyone understands the procedures for how to use the p-card: what is needed for faculty-grad affiliate status to advise students; what are the special permissions required (was brought up regarding lecturers but it may apply to other faculty/staff); where to make copies, etc.)

**\*Chemistry has created a departmental checklist packet that could serve as a template for the other departments.**

**2. Annual Reviews- Recommendations on how to make this process useful for career development?**

**\*The goal needs to be to make these processes as transparent as possible.**

- a. There needs to be clear guidelines of expectations.
- b. What are the metrics that will be evaluated and how to count everything that is done?
  - i. Has each department done an assessment of their current metrics?
  - ii. How are new metrics created and what is the process for approval?
- c. Create clear development plans- for the upcoming year what is required, what is recommended, what is aspirational?
- d. Include goals for the upcoming year and plans to accomplish them (who should assist with accomplishing the goals?)
- e. Everyone should receive feedback prior to their meeting
- f. Contracts for lecturers- Is there a standard timeline for renewal across departments? For promotion and tenure?

**\*Faculty in DBS appreciate that there is a straw vote each year which helps keep them on-track to tenure.**

3. **Staff Professional Development-** COSAM will host a professional development workshop for staff in February. The goal is for this to be a yearly occurrence.

**Next Meeting- December 13, 2021:** We will continue this conversation to discuss the tenure and promotion process.