

P & T Committee meeting minutes:

3/10/25 3pm

Present via Google Meet: Bonnie Reese (chair), Shannon Bowling, Darrel Malamisura, Cheryl Belcher

**Topic:**

Deadlines for Promotion, what structure to upload portfolio, school meetings by the dean, confusion of when faculty can apply for tenure.

Discussion of tentative dates for P & T this semester

Darrell recommended that anyone apply for promotion or tenure should email their dean before March 14<sup>th</sup> of their intent to apply.

Cheryl reported school meetings held by the dean in the past in case faculty had questions for the candidate about their portfolio. Candidate was then available to answer questions.

Darrell suggested that candidates upload or drag and drop to a google drive link. Discussed folder for each candidate and a subfolder for criteria. Checklist of criteria needs update to be consistent with current guidelines.

Tentative dates discussed for application deadline.

Bonnie had committee members look at criteria of tenure and when eligible to apply with suggestions.

**Decision:**

All candidates that plan to apply for promotion or tenure must email their dean of their intent by March 14<sup>th</sup>. The deans will then email Bonnie of the names and what each are applying for this semester.

Schools that have a faculty going up for promotion or tenure will hold a meeting (date to be determined) with candidates in case they need to answer questions from their school faculty.

Bonnie will make sure P & T criteria is consistent with checklist and send to committee members to review. Checklist will then be made available under Faculty Resources on homepage for applicants to help them make sure they have the necessary information. Individual folders of each applicant will be created with subfolders for each criterion. Only eligible faculty will have access to the content of these folders to review before casting their vote. Shannon will make a short video of instructions of how to load P & T contents to Google drive link. Shannon also will update the subfolders after committee approves them next meeting. Tentative dates for application process April 1<sup>st</sup> to April 29<sup>th</sup> but these dates will be voted on next meeting after finding out how many applicants there are.

Bonnie will check with Sarita about clarifying the criteria for tenure.

Next P & T committee meeting will be Mar 31 at 3pm.

Mtg adjourned at 4pm and minutes submitted by Cheryl Belcher