

February 27, 2025

Google meet: meeting started at 12 noon

Present: Cody Chambers, Shannon Bowling, Darrell Malamisura, Cheryl Belcher

Topic:

What structure will be used to upload content for P & T

Not all the guideline criteria for P & T is consistent.

Who would be responsible for giving the appropriate faculty members access to the P & T folders?

Discussion:

Cody presented an example of folders for each P & T candidate on Moodle. Moodle has limited capacity for file folders. He then presented an example of 18 P & T criteria subfolders on Teams that each candidate would copy a link for each so that P & T committee members, deans, Provost and President could click and access the content in each subfolder. Shannon sent Cody the 18 P & T criteria from a checklist that was used in the past. A lengthy discussion followed on what format would the candidate use, google, one drive etc. P & T committee members are spending an excessive amount of time finding information in portfolios. Even with subfolders, there should be templates for the candidates to use for their content to make it easier and take less time for P & T committee members to locate the required content. Who will be responsible for giving access to individuals for each folder submitted? There is no consistency among schools regarding whether they have a meeting prior to voting on the candidates.

Darrell mentioned that having information such as faculty evaluations, contracts, etc for each faculty member to upload every year would also be a positive step for accreditation purposes in the future.

Decision:

A Teams folder will have the criteria for promotion and tenure for each candidate. The candidate will upload or drag and drop the appropriate content in the designated subfolder. Deans will send Darrell a list of candidate for P & T and he will send a link to each candidate giving each of them access to their respective folder, as well as for designated faculty eligible to vote. This will be piloted for this semester.

The committee members agreed that schools should have a meeting prior to the vote in case faculty have questions for the candidate applying for P & T.

Shannon volunteered to make a short video of how to upload/drag content into the Teams subfolders for candidates.

P & T members will review the guidelines for inconsistencies and discuss at the next meeting. Bonnie will send a template she has for criteria for members to review. Next meeting will be a google meet on

March 7th at 9 am to discuss the dates for deadlines and to make sure criterial is consistent in the P & T guidelines before sending to deans and applicants. Darrell will notify Cody for any changes needed in the subfolders after the following meeting.

The meeting was adjourned at 2:30pm.

Submitted by:

Cheryl Belcher