P & T Committee

4/3/2025 2pm

Present via Google meet: Bonnie Reece (chair) , Darrell Malamisura, Chery Belcher, Cody Chambers, Sarita Rhonemus, Kim Riffe (Shannon Bowling absent d/t at conference)

**Topic**:

- Process of applying for promotion or tenure

-Responsibility of Human Resources, Dean of school, Moodle (Cody)

-Clarification of letters of recommendations

-editable permission of P & T files

-viewable permission of P & T files

**Discussion:**

Bonnie has already sent guidelines and rubrics to the applicants applying for promotion, tenure, or both and their deans.

Cody has already made each applicant a file that contains the subfolders that satisfy the guideline's rubric and applicants will have editable permission to their folders.

Shannon will make the video of instructions when he returns fromof his conference on Monday or Tuesday for the applicants.

Darrell explained to Sarita the application process with each person's /dept responsibility.

Letters of recommendation of faculty will be sent to HR.

Eligible faculty will review the applicant's folder and vote by secret ballot.

**Decision:**

Letters of recommendation must come from a faculty within the university (one within the applicant's school and one outside the applicant's school.

Letters of recommendation of faculty will be sent to HR. HR is responsible for submitting the letters in the applicant's subfolder labeled "Letters of Recommendation" and will have editable permission for this purpose only.

Kim agreed to send Cody an "HR" email so that only one person from HR is not responsible for submitting the letters of recommendation. Editable permission will be removed from HR once the letters are submitted to the candidate's appropriate subfolder.

Deans will supply the P & T committee their faculty and emails with their title, part time, adjunct, visiting, etc . Darrell will send Cody the email addresses of the faculty that are eligible to view the folders of their respective school applicant.

Once eligible faculty views the candidate's folder, their permission to view will be removed. Deans will have a meeting (in person or google meet) in order to ask questions of the candidate and discuss. The candidate and any member of P & T committee are not eligible to vote during this time. Deans will tally the vote of applicant and submit to chairperson of the P & T committee.

P & T committee will have permission to view the folders/subfolders until after their vote and their recommendation of the applicant.

The chair of P & T will send the recommendations of the P & T committee to the Provost who will also have permission to view the folders.

The President of BSU will also have permission to view folders and will make the final decision. Letters will then go out to the applicants by the Chair on the final decision. Once the President makes the final decision, all applicant files will be closed to view.

Folders of each applicant will remain in HR for at least 5 yrs.

Meeting adjourned at 2:25.

Minutes submitted by Cheryl Belcher