

PROMOTION & TENURE COMMITTEE  
College of Arts & Sciences  
Eastern Kentucky University

Minutes  
Meeting of September 26, 2007  
1.30 pm, Roark 107

**Members present:** Melissa Dieckmann, Sherry Harrel, Kirk Jones, Ronald Messerich,  
Tom Otieno (Chair), Mary Tortorici (Recorder), John Wade, David Zurick

**Absent:** Connie Rhoades\*, David Sefton\*, Kendra Stewart\*

\*denotes prior notification.

1. Tom Otieno called the meeting to order at 1:30 pm and members introduced themselves.
2. Mary Tortorici was elected recorder.
3. The following meeting and deadline schedule was announced:

Friday September 7, 2007	CAS Open Forum on Promotion and Tenure at <u>2.00 – 3.30 pm in the Faculty Lounge, Keen Johnson Building.</u>
Monday, September 10, 2007	Letter stating faculty intention to apply for promotion due to chair with copy to dean.
Saturday, September 15, 2007	Last day for P&T candidates to provide the name of their “Presenter” to college committee chair.
Wednesday, September 26, 2007	College P & T Committee organizational mtg. at <u>1:30 – 2.30 pm, in Roark 107.</u>
Saturday, December 1, 2007	Department P&T recommendations and materials due to dean.
Monday, December 10, 2007	College P&T Committee meeting in Library 201 to review and approve tenure and promotion applications (WHOLE DAY).
Tuesday, December 11, 2007	College P&T Committee meeting in Library 201 to review and approve tenure and promotion applications (WHOLE DAY).
Wednesday, December 12, 2007	College P&T Committee meeting in Library 201 to review and approve tenure and promotion applications (if necessary).
Friday, December 14, 2007	College of Arts and Sciences committee recommendations on Promotion and Tenure due to dean.

January 2008 (date TBD)  
Friday, February 15, 2008

Reconsideration hearings (if necessary)  
College recommendations and materials due to  
Provost.

4. Tom Otieno announced that promotion and tenure materials will be available on-line at the College Promotion and Tenure Blackboard Site on December 1. Anyone who has trouble accessing the materials should contact him.
5. The role of the presenters was explained to the committee. This was a follow-up to an email that was earlier sent by Otieno to all presenters and copied to candidates and the College Promotion and Tenure Committee.
6. It was clarified that, as outlined in the college promotion and tenure policy document, the role of the college representative to the university promotion and tenure committee is that of a non-voting observer. The representative may seek clarification from the committee members only after the vote on the candidate in question has been taken. He or she may also seek clarification from Presenters.
7. The chair stressed the importance of confidentiality in all of the committee's work.
8. The meeting was adjourned at 2:00 p.m.