

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

Minutes
Meeting of September 26, 2008
2:30 pm, Roark 107

Members present: Myra Beth Bundy, John Harter, Tom Otieno (Chair), Connie Rhoades, Mary Tortorici (Recorder), Elizabeth Underwood, John Wade, Lori Wilson, Neil Wright

CAS Representative to the University P&T Committee Present: Jerry Cook.

Absent: Sherry Harrel*, Kirk Jones*, Patrick Costello*

*denotes prior notification.

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

Friday, September 5, 2008	CAS open Forum on Promotion & Tenure (Process) at <u>2:30-3:30 pm in the Faculty Lounge, Keen Johnson Building.</u>
Wednesday, September 10, 2008	Letter stating faculty intention to apply for promotion due to chair with copy to dean.
Monday, September 15, 2008	Last day for P&T candidates to provide the name of their "Presenter" to college committee chair.
Friday, September 26, 2008	College P&T Committee organizational mtg. at <u>2:30-3:30 pm, in Roark 107.</u>
Monday, December 1, 2008	Department P&T recommendations and materials due to dean.
Monday, December 15, 2008	College P&T Committee meeting in Library 201 to review and make recommendations on P&T applications (WHOLE DAY).
Tuesday, December 16, 2008	College P&T Committee meeting in Library 201 to review and make recommendations on P&T applications (if necessary).

Wednesday, December 17, 2008	College P&T Committee meeting in Library 201 to review and make recommendations on P&T applications (if necessary).
Friday, December 19, 2008	College P&T Committee notifies candidates of its recommendations.
January 2009 (date TBD)	Reconsideration hearings (if necessary)
Wednesday, January 21, 2009	College committee recommendations on Promotion and Tenure (including reconsideration decisions) due to dean.
Sunday, February 15, 2009	College recommendations and materials due to Provost.
April 2009 (date TBD)	Open forum on P&T documentation

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. Login soon and 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 representatives to the university promotion and tenure committee is that of a non-voting observer. The representatives may seek clarification from the committee members only after the vote on the candidate in question has been taken. They 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 3:15 pm.