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Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, November 2, 2010

Arts & Sciences Professional Standards Committee

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PSC Meeting Minutes: November 2, 2010

Attendance:

- Members: Claire Strom, Dorothy Mays, Steven St. John, David Charles, Marc Fetscherin, Emily Russell, Richard James, Joshua Almond and Carlee Hoffman
- Dean of Faculty Representative: Interim Dean Deb Wellman

Meeting Convened: 7:30am

Announcements:

- Approval of last week's minutes: Steven moved, Emily seconded. Minutes approved.

Old Business:

- Continued discussion of Tenure and Promotion dates
 - Interim Dean Wellman clarified the changes we made last meeting. Noted that the annual evaluation is spring.
 - Marc – Is the January deadline too early? That's in first two weeks of semester. Things are busy and chaotic.
 - Claire – Why not take the date deadline out?
 - Marc – Exactly, let the CEC chairs decide. Give them some flexibility
 - Interim Dean – Should I leave it in but remove the date or take it out altogether?
 - Claire – Let's leave it in but remove the date/deadline.
- Post Tenure Review
 - Marc – Why meet in summer? Some people travel in summer? Instead of a meeting can we do Skype or some sort of tele-conference?
 - Claire – I would interpret either of those as a meeting. I understand this to be some sort of a discussion between the candidate and the chair of their CEC, and this would include things like Skyping.
- Mid-Course
 - Claire – Why is the CEC date different?
 - Emily – I think we thought it was good to have alignment. We pushed notification back to April 15.
 - Claire – Do we have a copy of last week's changes?
 - Emily – We had the candidate notified and the forming of the CEC occurring simultaneously on or by May 1, notification by April 15, then the next two are May 1 and May 1
 - Claire – The CEC should all be formed May 1.
 - Emily – Every line two and three should be May 1 and May 1.
 - Interim Dean – In the first line, the Dean's office notifies the candidate by April 15?
 - Claire – Yes, but where we have to change it is going back to the annual review and post-tenure review processes and make the formation of the CEC all on same date. We've got a problem with post-tenure review.

- Richard – Can we work backwards? Are there any due dates that have to be locked in? Like the Provost's letter or something?
- Interim Dean – All other FECs submit the letter to the Provost by March 1.
- Claire – We decided it would be one week to file a response and two weeks to file an appeal and we were going to pull them out separately.
- Interim Dean – But the Provost has to have time to write a letter.
- Claire – No, there's nothing in here about a letter from the Provost. It says Dean, chair and FEC.
- Interim Dean – The Provost letter to President isn't relevant, so I'll take it off.
- Marc – He doesn't submit it to the President but does he write it?
- Interim Dean – FEC writes the letter. I have to read the CEC letter as part of my evaluation.
- Claire – All we need are two more dates. The date that the FEC and Dean do their evaluation by April 15 and the CEC by February 15. The stuff that goes on in between, we can detail in the narrative but the fewer dates we have on here the less confusing it's going to be.
- Steven – Does FEC need the Dean's letter before they can submit theirs?
- Interim Dean – Yes, they need my evaluation.
- Steven – We can simplify it by changing it so that the Dean's letter to FEC is due March 15.
- Richard – ...And copied to the candidate.
- Steven – What's their schedule again? They do promotion in the fall, full when they get back and midcourse in the spring?
- Interim Dean – Yes, that's correct.
- Emily – Josh, do you know when the last evaluation is scheduled for this year?
- Josh – I think that's me. I believe it's either April 15 or the 23rd. Dawn [Roe] is one and I'm the other. We're the last two.
- Claire – Well, how about May 1 then? That has some nice symmetry to it.
- Tenure and Promotion
 - Emily – They have all the same dates but more than mid-course.
 - Claire – So the first date is the same, April 15. What date did we decide candidates submit? Didn't we decide on July 1?
 - Richard – Yes, July 1.
 - Emily – Outside letters requested?
 - Claire – No, we took out all that. The CEC sends the letter October 1 and that's with the outside evaluations included. Is that going to work though? CEC letter for tenure and promotion by Oct 1?
 - Richard – That's what it is now.
 - Interim Dean – We still have to have ending date.
 - Claire – What is the ending date for FEC?
 - Interim Dean – November 11.
 - Claire – Dean's letter and FEC letters have to go to the candidate, Provost and each other by Dec 15.
 - Richard – Provost letter by February 1 is probably a hard date to meet by the spring board meeting.

- Claire – It has been Provost letter by January 15? Do we keep it 15th?
- Marc – But we reconsidered for February 1?
- Claire – Right but as Richard pointed out that makes it hard for the Provost to get it done before the first board meeting.
- Full
 - Claire – CEC letter does for full afterwards.
 - Interim Dean – All full ones are October 15.
 - Claire – That's what it says now and the Dean recommends October 30, so we would do November 1 to be consistent. So November 1 for the CEC letter.
 - Claire – Jan 15, FEC submits letter for promotion and tenure to the Provost, Dean also. Presumably all groups submit. Is that enough time to get it ready for the board? Because if it is, then the equivalent date would be April 15? Why don't we do March 1 for the Dean's letter for Full and April 1 for FEC?
 - Interim Dean – So FEC submits the letter April 1 and the Provost submits their letter April 15?
 - Richard – I would suggest that the Dean and FEC will read the bylaws but Department Chairs (and CECs) will not.
 - Steven – I agree with Claire and Dick but we only have one window of opportunity for response and appeal. Can just say that Dean's letter is due to the candidate no later than one week before the candid meeting with FEC?
 - Richard – That sounds like a good idea.
 - Claire – Now lets just combine all the dates. Lets bring it back next week and go over it as a complete doc. We'll talk about the whole thing and then it will have to go to the FEC.

New Business:

- None

Meeting Adjourned: 8:21am