



## TPD Council Meeting

MINUTES

MARCH 15, 2013

9:40 –12:30 PM

Melbourne Library Room 122

<b>MEETING CALLED BY</b>	Dr. Chris Petrie
<b>TYPE OF MEETING</b>	Tenure Meeting
<b>FACILITATOR</b>	Dr. Chris Petrie
<b>NOTE TAKER</b>	J. Bottesch
<b>TIMEKEEPER</b>	
<b>ATTENDEES</b>	Debbie Anderson, Norma Rudmik, Dr. Chris Petrie, Dr. Carol Bourke, J. Bottesch, Mark Marovich, Teresa Moore

### Agenda topics

[**TIME ALLOTTED**]

TPD Old Business

DR. PETRIE

<b>DISCUSSION</b>	<p>The meeting began at 9:40 AM.</p> <p>Minutes from the February meetings will be resubmitted to Council members for approval/disapproval via E-MAIL and shall be posted on the TPDC web page upon approval.</p> <p>Old Business</p> <ol style="list-style-type: none"> <li>1. Tenure recommendations have been passed onto to the President’s Office; 3 applicants were asked to be personally reviewed</li> <li>2. Set meeting – April 19<sup>th</sup> 9:30 in Cocoa at the library will finish lose ends from this meeting and welcome new members; looking at turnover for the Cocoa representative and elections for chairperson and secretary</li> </ol>
<b>CONCLUSIONS</b>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

Standing Committee for Sabbatical Leave

DR. PETRIE

<b>DISCUSSION</b>	<p>Applicant instructions and evaluations are in the TPD handbook and up to date with last revision (3-6-2013)</p> <p>Change in the Proposal for Leave Review Form</p> <ul style="list-style-type: none"> <li>- need to finish changing "highly recommend", "recommend", "not recommend" to "recommend" and "not recommend" to avoid having criteria to substantiate "highly recommend"</li> <li>- a previous applicant made changes to the applicant form (condensed it onto one sheet for streamlining; approved by HR –pp.43,44 in handbook)</li> <li>- when had a candidate, situations arose where things were not in place and had to piece both old and new documents               <ul style="list-style-type: none"> <li>--now, once the documents are written and settled/approved by us, would go to bargaining for finality;</li> <li>--clarifications in manual need to go through union for any contract conflicts or changes prior to use and posting</li> <li>--phrasing of funding to be "at 66.6% of funding" not "up to"; is it approved or not? Not sure</li> </ul> </li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Any changes to forms	Sabbatical Standing Committee; approval to TPD Council then onto Union	

[TIME ALLOTTED]

TPD COUNCIL HANDBOOK EDITS

DR. PETRIE

<b>DISCUSSION</b>	<p>Article 5</p> <ul style="list-style-type: none"> <li>- confidential information statement will be on page 8</li> <li>- on page 6, added that during anything dealing with confidential information needs to be kept in the meeting               <ul style="list-style-type: none"> <li>eventually, discussions dealing with confidential information will be presented in the minutes to maintain Sunshine State Standards with transparency;</li> </ul> </li> </ul>	
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applicant **cannot be present** during TPDC meeting, but campus-base tenure committee may have applicant present for the meeting for Q/A;

if person asks to be present at TPDC meeting for application review, answer is no across the board since numerous applications are present and available at one time; we are to insure the integrity of the process

#### Section 6

– p.12 TPDC Chair duties

#12 – striking provost are informed of campus-base committee recommendations;

#7 – not responsible for web site – responsible only to submit to College web master for update

– p.16 of handbook

need TPD procedures for Sabbatical Standing Committee structure and timeline

– Dr. Chen brought to the Sabbatical Standing Committee a draft information page, but it was older and modified earlier

found statement – states “selection of the committee is an agreement between UFF and administration” – no, should not be; selection of the standing committee was a list on a first come, first served basis, in different fields and campuses -- need, as much as possible, equal representation from all fields from all campuses; standing committee is close to finishing suggested handbook needs

#### Section 7

– 7.04 Rank Standing Committee duties – “recommendations to administration for rank changes” – should be recommendations to the TPDC, not administration; also this needs to be changed for sabbatical leave and professional development

– Appendix A – updates for rank (from the Change in Rank Standing Committee) were submitted a while ago and they have more now (p.22 under boxed items)

– letter of recommendation must be on official letterhead and signed (electronic is fine);

– application must be signed as well for application to be considered;

– included “the evidence is included in the order listed below with clearly labeled dividers separating sections” for clarity when reviewing applicants

– p.23 – approve putting evidence in order beginning with most recent accomplishment;

– check box area moved to before “guidelines for the portfolio” to ease confusion and streamline;

- Human resources verification form all on one page
- Provost verification form will be on a separate page
  - \*\*\* Both state to have signed and return to applicant in a timely manner
- p. 28 – “applicants denied will be provided with written justification from Rank Change Committee – this is untrue; justification will come from TPDC to the President’s Office no later than Nov. 15 with justification for denials
- p.28 – TPDC chair doesn’t provide applicant with letter for denial; **President’s Office shall**
- 7.05, p.13 – says denied applicants will have applications sent back to candidates – should be forwarded to the TPDC chair and taken to the Council for discussion and evaluation; this is then sent to President for approval and TPDC Chair will provide justification for the President’s Office for denial – ALL applicants both approved and disapproved are reviewed by the TPD Council to insure the process
- p.14 – step 8 needs changed to be continuous with the previous change – there is no need to send application back and justification from the campus-base committee’s chair to applicant for denial
- 7.06, p.13 – first initial meeting of campus-base committee “may invite a TPDC campus representative to attend”; just to insure the process and Q/A **BUT** no portfolios will be discussed at that time (part C)

#### Appendix C

- Tenure – **granting of tenure is the responsibility of the President**
  - requires two recommendations – one from TPD Council and the other from the Campus-Base Tenure Committee
  - forms to be filled are on separate pages and clearly identified
    - p. 32 “Application for Faculty Tenure”
  - Campus-Base Tenure Form was updated and approved; additional space for their justification if denied for tenure added

#### Appendix D

- added “include dividers clearly separating sections”
  - section for professional development and contribution to the academic unit,
    - subcategories for contribution to college, contributions to profession, and (optional section) contribution to the community
      - professional development needs two evidences for support as does contributions to academic unit

\*\*\*\*\* **Motion** → proposed and passed unanimously – for contribution to the

	<p>academic unit, instead of 2 evidences for support, propose 3 evidences  1 from contribution to college (mandatory)  1 from contribution to profession (mandatory)  the third may come from another evidence in either contribution to the college or the profession or one in contribution to the community</p> <p>the applicant must be wary that "evidence provided in support of each section may be only utilized once"</p> <p>professional development criteria, checklist, and examples are to be brought under one heading for contributions to the profession</p> <p>Appendix E</p> <ul style="list-style-type: none"> <li>- expanded for chain of custody signatures</li> <li>- footnote that forms can be given to the campus representative of the TPD Council will be included</li> </ul> <p>Appendix G</p> <ul style="list-style-type: none"> <li>- flow chart moved to the beginning of Article II and the text will be deleted due to unnecessary redundancy</li> </ul>
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<b>CONCLUSIONS</b>	
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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**[TIME ALLOTTED]** **DR. PETRIE**

<b>DISCUSSION</b>	

<b>CONCLUSIONS</b>	

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
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**[TIME ALLOTTED]**

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