Eastern Florida State College

Tenure & Professional Development Council Handbook

2013-2014
# Table of Contents

Table of Contents ................................................................................................................. 2

Article I. INTRODUCTION .................................................................................................... 4
  Section 1.01  Preamble .......................................................................................................... 4

Article II. MISSION ................................................................................................................ 5
  Section 2.01  Primary Responsibilities ................................................................................ 5

Article III. MEMBERSHIP ..................................................................................................... 5
  Section 3.01  Campus Representatives ................................................................................. 5
  Section 3.02  At-Large Representative ............................................................................... 6
  Section 3.03  Terms of Service .......................................................................................... 6
  Section 3.04  Chair ............................................................................................................... 6
  Section 3.05  Secretary ........................................................................................................ 6

Article IV. MEETINGS ............................................................................................................ 6
  Section 4.01  Meeting Schedule ......................................................................................... 6
  Section 4.02  Meeting Attendance and Participation ......................................................... 6
  Section 4.03  Additional Meetings ..................................................................................... 7
  Section 4.04  Ad Hoc Subcommittee Meetings .................................................................. 7

Article V. TRANSACTION OF BUSINESS ......................................................................... 7
  Section 5.01  General Rules of Order ............................................................................... 7
  Section 5.02  Procedures ...................................................................................................... 8
  Section 5.03  Voting ............................................................................................................ 8
  Section 5.04  Minutes ......................................................................................................... 8

Article VI. LEADERSHIP AND REPRESENTATION .............................................................. 9
  Section 6.01  Chair ............................................................................................................. 9
  Section 6.02  Vice Chair .................................................................................................... 10
  Section 6.03  Secretary ..................................................................................................... 11
  Section 6.04  Campus-based and At-large Representatives ................................................ 11

Article VII. COMMITTEES ..................................................................................................... 12
  Section 7.01  Committee Mission ..................................................................................... 12
  Section 7.02  Standing Committee Structure ................................................................... 12
  Section 7.03  Standing Committee Meetings ................................................................... 13
Section 7.04 Standing Committee Responsibilities .......................................................... 13
Section 7.05 Ad Hoc Committee Responsibilities .......................................................... 13
Section 7.06 Campus-based Committee Procedures ...................................................... 14

Article VIII. CHANGE IN RANK .................................................................................. 15
Section 8.01 Procedures and Timeline ........................................................................ 15

Article IX. Sabbatical Leave ........................................................................................ 16
Section 9.01 Sabbatical Committee Purpose ............................................................... 16
Section 9.03 Sabbatical Committee Responsibilities ................................................... 16
Section 9.03 Sabbatical Committee Procedures ........................................................... 17
Section 9.04 Timeline .................................................................................................... 18

Article IX. TENURE ...................................................................................................... 19
Section 10.01 TPD Council Procedures ....................................................................... 19
Section 10.02 Campus-based Committee Structure ..................................................... 19
Section 10.03 Timeline .................................................................................................. 20
Section 10.04 Procedural Checklists for Completion .................................................... 21

Article X. CUSTODY OF TENURE APPLICATIONS .................................................... 23
Section 11.01 Procedure ............................................................................................... 23

Article XI. CONFIDENTIALITY ................................................................................... 23
Section 12.01 Policy ...................................................................................................... 23

Article XII. HANDBOOK ............................................................................................... 24
Section 13.01 Procedures for Additions ....................................................................... 24
Section 13.02 Procedure for Amendments ................................................................... 24
Section 13.03 Editorial Corrections ............................................................................. 25
Section 13.04 Publication of the Handbook .................................................................. 25

Appendix A. Change in Rank Application .................................................................. 25
Human Resources Verification Form ............................................................................ 27
Provost Verification Form ............................................................................................ 28

Appendix B. Change in Rank Scoring Guide ................................................................. 32

Appendix C. Tenure Application .................................................................................. 38
Instructions for Application ......................................................................................... 38
Application for Tenure ................................................................................................. 39

Appendix D. Tenure Portfolio Guidelines .................................................................... 42
Article I. INTRODUCTION

Section 1.01  Preamble

The Tenure and Professional Development Council provides a faculty voice in decisions concerning rank, tenure and professional development in the interest of strengthening the faculty and the College. In accordance with the collective bargaining agreement, the TPD Council shall review and/or prepare recommendations for the College President or designee through its standing committees and subcommittees.\n

Article II. MISSION

Section 2.01 Primary Responsibilities

The primary responsibilities of the Tenure and Professional Development (TPD) Council are to:

a. Review and make recommendations to the College President concerning rank, tenure, sabbatical leave and faculty professional development. (See appendices).
b. Provide guidance and oversight of the following standing committees: Professional Development Committee, Sabbatical Leave Committee, and Professional Rank Committee.
c. Oversee the formation of and act as a resource to all Campus Tenure Committees.
d. Review all favorable recommendations for tenure from all Campus Tenure Committees and make recommendations to the College President.
e. Annually review and update procedures, applications, or resources necessary for TPD, its standing committees and any subcommittees to effectively exercise their primary responsibilities.
f. Establish sub-committees when necessary for study of issues, creation of recommendations, or otherwise relevant to this Council.
g. Other responsibilities as outlined in the Collective Bargaining Agreement and this handbook.
h. TPD will regularly communicate with and report meeting minutes to the EC through the UFF-President or designee.

Article III. MEMBERSHIP

The TPD Council consists of the following members:

Section 3.01 Campus Representatives

The TPD Council will have between 9 and 15 members depending on need. Two tenured faculty members are selected to represent each campus, one of whom shall be recommended by the College President and the other by the Executive Council of UFF-Brevard. Each campus representative is a voting member of the TPD, except when serving as committee Chair.
Section 3.02 At-Large Representative

One tenured faculty member shall be recommended by the Executive Council of UFF-Brevard from the College at-large. This member is a voting member of the TPD, except when serving as committee Chair. Up to four (4) additional at large representatives to represent eBrevard, institutes and workforce development may be jointly recommended by the UFF-Brevard and the College President. (See article 6.16.D.5)

Section 3.03 Terms of Service

TPD Council members shall serve three-year terms with one-third of the members appointed each April. No campus shall have the terms of both their members ending at the same time.

Section 3.04 Chair

The Chair leads the TPD Council according to the duties described in Article 6. The Chair is a non-voting member, except in the case of a tie, and serves for one year.

Section 3.05 Secretary

The secretary fulfills the duties described in Article 6 of this handbook. The secretary is a voting member and serves for one year.

Article IV. MEETINGS

Section 4.01 Meeting Schedule

The TPD Council will meet a minimum of two times each fall and spring semester. Representatives, per Article 8.7 of the Collective Bargaining Agreement, are expected to attend said meetings. Failure of a representative to regularly attend meetings may result in removal from the Committee.

Section 4.02 Meeting Attendance and Participation

TPD meetings are open to the public and subject to Florida’s Sunshine laws. However, when privileged information is discussed (e.g. tenure), non-council members will not be present in
order to protect the privacy of applicants. Attendees other than officially designated voting representatives must request permission from the TPD Chair to speak.

**Section 4.03 Additional Meetings**

The Chair will schedule additional meetings as required
a) By the College President;
b) By petitioning full-time faculty members who will attend the meeting;
c) By other special circumstances as warranted.

**Section 4.04 Ad Hoc Subcommittee Meetings**

Meetings of any ad hoc subcommittees will be scheduled as needed by the subcommittee Chair, the TPD Chair, or the College President. A subcommittee representative will attend the subsequent TPD meeting and report to the body.

---

**Article V. TRANSACTION OF BUSINESS**

**Section 5.01 General Rules of Order**

The TPD Council will conduct business in a timely, organized and transparent manner. The TPD Council shall adhere to the following rules and guidelines for transaction of business:

a) To preserve order, a member should be acknowledged by the Chair if he or she wishes to speak. Members may raise their hands to indicate their desire to make a remark.

b) Members should keep their remarks brief (three minutes or less) to facilitate equal and fair discussion among all members wishing to contribute. The Chair has the right to maintain order.

c) Discussion and voting will take place according to the procedures described below in sections 5.02 & 5.03 of this handbook.
Section 5.02 Procedures

At the end of each meeting, the Chair will open discussion about the time and place of the next meeting. If the date and time are “TBA,” members should check their BCC email for notices from the Chair regarding the dates of future meetings.

a) The Chair will give at least five working days’ notice before a meeting is to be held.

b) To ensure a majority is present and business can proceed, a representative who is unable to attend should contact the Chair at least 5 working days before the meeting.

c) Minutes will be recorded during each meeting. Minutes must be approved by a simple majority of the TPD before being disseminated to the faculty. The Chair is responsible for distributing the minutes to the faculty and appropriate administrators and updating the associated website.

d) A majority of voting members is needed to vote on business items at any TPD meeting or subcommittee meeting.

Section 5.03 Voting

The TPD Council shall adhere to the following voting rules:

a) Voting may be by voice vote or show of hands unless the majority of those present desire a secret ballot or a roll call. If there is no contest, vote may be by acclamation.

b) The Chair of the TPD Council will break any tie votes.

c) A majority is necessary for voting to take place.

d) The names of the members making a motion and seconding the motion will be recorded in the meeting minutes.

e) All voting members may vote in favor, vote nay, or abstain.

f) Changes to the Change in Rank or Tenure applications require an 80% majority vote in favor. All members must vote.

g) Changes to other policies or procedures outlined in this handbook require a majority vote in favor. All members must vote.

Section 5.04 Minutes

Minutes will be recorded during each meeting. Minutes must be approved by a simple majority of the TPD before being disseminated to the faculty. The Chair or designee is responsible for distributing the minutes to the faculty and appropriate administrators as outlined below in section 6.01 of this handbook.

Minutes from meetings will be tabulated by the Council secretary and presented to the Council chair for review. The Council chair will submit tabulated minutes to the Council at large for final review. Once approved, the Council chair will submit minutes
for publication. Until the review and approval process is complete, minutes in any form (including hearsay, verbal transmission, etc.) shall not be made public by any person.

Article VI. LEADERSHIP AND REPRESENTATION

Section 6.01 Chair

A. Selection & Term of Service
   1. A Chair is elected by a majority vote and must have served on the Committee for at least one year prior to the election.
   2. The selection process will be administered as an open vote and open discussion, with the candidate(s) not present in room.
   3. The term of service is one year.
   4. A faculty member may serve consecutive terms as Chair.
   5. The election will be held during the last meeting each spring term.

B. Duties
   A Chair’s responsibilities may include, but are not limited to, the following items:
1. Represent the TPD Council in communication with faculty, staff and administration.
2. Schedule and facilitate TPD meetings.
3. Determine the agenda items for the meetings and assign post-meeting action items.
4. Maintain order during meetings.
5. Serves as a non-voting member in TPD Council. In the event of a tie, the Chair will be cast the tie-breaking vote.
6. Distribute TPD meeting synopsis to faculty, staff and administration twice each semester.
7. Submit content to the College webmaster to maintain the TPD website.
8. Organize subcommittees as needed.
9. Remind faculty members of upcoming due dates for Change in Rank and Tenure applications.
10. Acquire Change in Rank applications in the Fall semester.
11. Work with Department Chairs and Program Managers to ensure campus-based tenure committees are formed and meet all deadlines outlined in Article 11 of the Collective Bargaining Agreement.
12. Work with Department Chairs, Program Managers, and Provosts to ensure all Tenure and Change in Rank applications are forwarded to the TPD Council, and the application custody procedures outlined in section 10.01 of this handbook are correctly followed.
13. If unable to attend a meeting, the Chair will arrange for the Secretary to facilitate the meeting.

C. Other
1. The Chair of the TPD Council will receive the equivalent of 3 credits (30 points) of release time for each semester of duty (per Article 6.16 of the Collective Bargaining Agreement).
2. The Chair may serve on subcommittees.
3. The Chair may be asked to step down as Chair or from the council if council members decide, via a vote of “no confidence”, that the person has not performed his or her duties. A 75% majority is required for a vote of “no confidence”.
4. In the event of a vote of “no confidence”, the Vice Chair will assume the Chair and a new Vice Chair will be elected.
5. If the Chair is asked to step down from the committee, a written statement must be submitted to the President of UFF-Brevard requesting the person be replaced. The statement must include justification and be sent to UFF-Brevard no later than 3 business days after the vote of “no confidence”.
6. A Chair who was removed by a vote of “no confidence” may not be reinstated as Chair the following year.
7. A Chair who is not able to fulfill his or her duties must contact the Vice Chair, who will facilitate the next meeting, at which time an election for an acting Chair will be held.

Section 6.02  Vice Chair
A. Selection & Term of Service
   a. A Vice Chair is elected by a majority vote and must have served on the Committee for at least one year prior to the election.
   b. The selection process will be administered as an open vote and open discussion, with the candidate(s) not present in room.
   c. The term of service is one year.
   d. A faculty member may serve consecutive terms as Vice Chair.
   e. The election will be held during the last meeting each spring term.

1. Duties
   a. A Vice Chair’s responsibilities include, but are not limited to, the following items:
      i. In the absence of the Chair, the Vice Chair will assume the Chair’s duties and responsibilities.
      ii. When acting as Chair, the Vice Chair will act as a non-voting member. In the event of a tie, the Vice Chair will cast a tie-breaking vote.
      iii. The Vice Chair may serve on TPD Committees.
      iv. The Vice Chair may be assigned action items by the Chair.

Section 6.03 Secretary

A. Selection & Term of Service
   1. A secretary is elected by a simple majority vote.
   2. The selection process will be administered as open vote and open discussion.
   3. The term of service is one year.
   4. A faculty member may serve consecutive terms as secretary.
   5. The election will be held during the last meeting each Spring term.
   6. The secretary-elect will assume his or her duties at the first meeting of the following semester.

B. Duties
   A secretary’s responsibilities may include, but are not limited to, the following items:
   1. Take notes during meetings.
   2. Distribute minutes after each meeting to the committee members for review.
   3. The Secretary may be assigned action items by the Chair.
   4. If unable to attend a meeting, the Secretary will arrange for the recording of the minutes.

C. Other
   1. The secretary may serve on TPD Committees.
   2. If the secretary is not able to complete his or her term, the Chair will solicit a volunteer from the general membership to assume the role of secretary until the next meeting, at which time an election will be held.

Section 6.04 Campus-based and At-large Representatives

A. Selection & Term of Service
   1. Members are selected as outlined above in sections 3.01 & 3.02 of this handbook.
The term of service is three years.

B. Duties
The responsibilities may include, but are not limited to, the following items:
1. Attend all TPD meetings.
2. Complete any post-meeting action items assigned by the Chair.

C. Other
1. Campus-based and at-large representatives may serve on subcommittees.
2. Any representative may be asked to step down from his or her position if committee members decide, via a vote of “no confidence”, that the person has egregiously violated the policies and procedures outlined in this handbook. A 75% majority is required for a vote of “no confidence”. In this case, the Chair shall vote.
3. In the event of a vote of “no confidence”, the Chair must submit a written statement to the President of UFF-Brevard requesting the person be replaced. The statement must include justification and be sent to UFF-Brevard no later than 3 business days after the vote of “no confidence”.
4. A committee member who was removed by a vote of “no confidence” may not be reinstated the following year.
5. A representative who is not able to fulfill his or her duties must contact the Chair, who will inform UFF-Brevard that a new representative needs to be chosen.

Article VII. COMMITTEES

Section 7.01 Committee Mission

The TPD Council will establish standing committees. The TPD Council will provide oversight for each committee. Any committee may establish subcommittees or ad hoc committees to accomplish their goals. The standing committees will be Professional Development, Sabbatical Leave, and Professional Rank. Campus Tenure Committees will be formed on an ad hoc basis as tenure candidates present for review.

Section 7.02 Standing Committee Structure

Each committee under the TPD Council will have between five (5) and thirteen (13) members and will endeavor to represent all campuses/divisions and as many disciplines as possible. With the exception of the Campus Tenure Committees, each committee will also include one to two members of the TPD Council. All faculty members will be
given the opportunity to volunteer on a given committee. A minimum of five (5) working days will be provided as a window of opportunity to volunteer.

**Section 7.03  Standing Committee Meetings**

Meetings of standing committees will be held a minimum of once a year. Minutes will be taken at every meeting. The committee will report its minutes to the TPD Council and provide an electronic copy to the TPD Chair, who will post the file on the TPD website.

**Section 7.04  Standing Committee Responsibilities**

The Professional Development Committee gives the faculty a voice in their professional development. The committee will make recommendations to the TPD Council concerning new and established faculty mentoring, teaching in a higher education institute and professional development opportunities. This committee will also field appeals for maintenance of continuing contract issues as addressed in Article 11.2C in the Collective Bargaining Agreement.

The Sabbatical Leave Committee will support efforts by faculty members to complete upper level degrees, professional projects or other certifications that are pertinent to their expertise. The committee will make recommendations to the TPD Council concerning candidates for professional/sabbatical leave.

The Professional Rank Committee will support faculty advancement. The committee will make recommendations to the TPD Council for rank changes.

**Section 7.05  Ad Hoc Committee Responsibilities**

The Campus Tenure Committee provides a faculty voice in strengthening the college. Campus Tenure Committees will represent and evaluate individual faculty tenure recommendations by campus or division according to Article 11.1B. These will be ad hoc committees formed as required for faculty tenure decisions. Positive recommendations for tenure made by the Campus Tenure Committee will be forwarded for further evaluation by the Tenure and Professional Development Council. A tenure application that is not approved by the Campus Tenure Committee shall be forwarded to the TPD Council for review by the TPD Council members to ensure protocol and the CBA have been followed.

The Campus-Based Tenure Committee will provide a report to the TPD college-wide council indicating their decision and provide a written justification in the event of either a positive or negative outcome (Appendix C.IV). This written justification is for the TPD, not the candidate. The justification is meant to provide evidence of a sound process and a record of the resulting decision. Negative recommendations shall be retained by the TPD
chair for 30 days in case of a procedural appeal as indicated in Article 11.1.E of the Collective Bargaining Agreement.

Membership will be comprised of the candidate’s Department Chair or Program Manager, neither of whom will be the committee Chair nor a voting member. The Department Chair or Program Manager will recruit three to five committee members, who will be faculty members in the candidate’s discipline or a closely related discipline. The committee members shall select their own Chair, who shall be a voting member. A librarian candidate’s campus committee will be comprised of the other librarians on the candidate’s campus and three other librarians. If the candidate has been assigned to multiple campuses, then a majority minus one may be tenured faculty members from the department of the previous campus assignment as defined in the CBA.

Section 7.06  Campus-based Committee Procedures

1. By November 1, the Department Chair or Program Manager will recruit committee members, schedule an initial meeting.
2. At the first meeting:
   a. A Campus Committee Chair will be selected. The Chair cannot be the Department Chair or Program Manager
   b. The Campus Committee will review the Tenure Application evaluation procedures, the application custody system, minutes, and the maintenance of confidentiality.
   c. The Campus Committee may invite the TPD Council representative from the applicant’s campus to attend to assist with procedural questions
   1. No portfolio discussions should occur while the TPD Council member is in attendance.
3. The Campus Committee Chair will arrange for receipt of the tenure applications and portfolios and ensure that the application custody forms are complete.
4. By February 1, the Campus Committee will meet at least once to review applications.
5. A 66% supermajority vote is required to recommend a candidate for tenure.
6. After deliberations are complete, the Campus Chair will complete the appropriate section of the Tenure Application and secure any required signatures.
7. By February 1, the Campus Chair will ensure that the application custody forms are complete and notify the TPD Chair that the completed, approved tenure application and portfolio are available for collection.
8. If the portfolio is denied for tenure by the Campus Tenure Committee, the application will be forwarded on to the TPD Council Chair for evaluation by the TPD Council. The TPD Council will review the denial to ensure procedure has been followed. The TPD Council shall make a recommendation with justification to the College President. Once the College President has made a decision and notified the
applicant, the TPD Council Chair will notify the applicant in writing of reasoning for denial. The portfolio will be returned to the applicant after a reasonable period.

Article VIII. CHANGE IN RANK

Section 8.01 Procedures and Timeline

2. Refer to CBA Article 11.4
Article IX. Sabbatical Leave

Section 9.01 Sabbatical Committee Purpose

The purpose of this Committee is to determine and facilitate the sabbatical leave application process in support of efforts by faculty members to complete upper level degrees, professional projects, research, or other certifications that are pertinent to their expertise. The Committee will endeavor to encourage applications that will be mutually beneficial to the faculty member, the College, and our College students. Applications will be periodically solicited and evaluated by the committee members, and recommendations will be forwarded to administration for a final decision.

Section 9.03 Sabbatical Committee Responsibilities

The primary responsibilities of the Sabbatical Subcommittee are as follows:

- Research sabbatical leave “best practices” for similar institutions and incorporate where appropriate.
- Work cooperatively with Human Resources to update and/or prepare the necessary forms for the process.
- Determine appropriate dates for submission of applications with regard to the amount of lead time needed for both budgeting and classroom staffing purposes.
- Determine criteria for evaluating applications.
• Disseminate information regarding eligibility, application process and deadlines, and any other requirements to faculty, and encourage applications.
• Collect and evaluate applications; make appropriate recommendations to administration.

**Section 9.03  Sabbatical Committee Procedures**

**Meetings**
Meetings of the Committee will be held a minimum of once a year during the fall and spring semesters and may be called at additional times as necessary. Minutes are taken at every meeting. The Committee reports its minutes to the TPD Council and stores them in a central location.

**Membership**
Membership will be comprised of full-time faculty members with representatives from each campus as indicated below where feasible. The Committee will also include one to two members of the TPD Council, staff and administrators. The total number in the Committee will be between 7 and 13.

**Faculty Representatives (Voting Members):**
1. Cocoa Campus
2. Melbourne Campus
3. Palm Bay Campus
4. Titusville Campus
5. eBrevard
6. Workforce
7. Library

**Non-Faculty Representatives (Non-Voting Members):**
1. Staff
2. Administrator

**Terms**
Terms are for two years and are renewable. The first year’s Committee will have staggered terms. Members of the Committee may volunteer to serve a one year term in order to facilitate the necessary overlap. If none volunteer, members will draw straws for one or two year terms.

**Membership Selection**
The chairperson of the Committee will solicit full time faculty volunteers for membership on the Committee. All faculty members will be given the opportunity to volunteer on a given committee. A minimum of five (5) working days will be provided as a window of opportunity to volunteer.

**Chairperson Selection**
The Chairperson must be a voting member. The chairperson shall be selected by a vote of the voting faculty members of the Committee. The election of the chairperson shall occur every two years. The term of the Chair is two years. A member must be on the committee for one year before becoming
eligible to be Chair (with the exception of the initial formation of the Committee). The Vice-Chair will be selected from the membership.

Chair Responsibilities
- creates and distributes agenda prior to meetings
- presides at meetings, recommends/creates subcommittees if situations warrant
- acts as representative at TPD Council meetings if called
- calls special elections/requests for volunteers if a vacancy occurs
- advertises meetings to stakeholders

Vice-Chair Responsibilities
- takes meeting minutes and records them
- stands in for Chair if unable to attend
- assumes chair position until next election if a vacancy occurs

Voting
Each member has one vote. There must be a quorum present to vote.

Section 9.04 Timeline

Operational Processes
The procedures for submission and review of sabbatical leave applications are outlined in the Sabbatical Leave Application and Approval Process Document. All other operational processes are as outlined above.
Article IX. TENURE

Section 10.01 TPD Council Procedures

1. Refer to CBA Article 11.1. custody

Section 10.02 Campus-based Committee Structure

A Campus-based Tenure Committee must contain a minimum of 4 members, and should have the following structure:

A. The applicant’s Department chair or Program Manager should serve on the committee as an oversight member.
   a. The Department Chair will be responsible for ensuring the following:
      i. The committee is formed.
      ii. The committee meets.
      iii. The campus-based committee elects a chair that CANNOT be the applicant’s Department Chair.
      iv. All procedures are followed.
      v. All paperwork is completed and sent to the TPD Council Chair.
vi. The Department Chair is a NON-voting member of the committee, but should sign the applicant’s application when the process is completed.
b. Three to Five additional members of committee shall be enlisted, meeting the following criteria (priority of selection is as follows):
i. Members of the applicant’s campus discipline.
ii. Member of the same campus but a related discipline.
iii. Member of the same discipline but different campus.

Refer also to Section 7.06 Campus-based Committee Procedures of the TPD Handbook for additional information.

Section 10.03  Timeline

1. Refer to CBA Article 11.1C
2. By August 15th the TPD Chair will send an email notifying faculty of the October 1 due date for Tenure applications and the January 10 due date for the associated portfolios, both to be submitted to the candidate’s campus committee. The application and portfolio directions will be provided on the TPD website.
3. Upon notification that deliberations of the Campus Based Committees are complete, the TPD Chair will arrange for receipt of the tenure applications and portfolios and ensure that the application custody forms are complete.
4. By February 21, the TPD Committee will meet at least once to review applications recommended to it by the campus based committees. Additional time may be required to discuss issues related to tenure, tenure applications, and aligning the process with the CBA. In such cases, the committee may request additional time from the College President.
Section 10.04  Procedural Checklists for Completion

Applicant Checklist – Tenure

1. Emailed Provost of Applicant’s campus to indicate intent to apply for tenure  
   Deadline: May 1st
2. Obtain HR signature indicating hiring date and eligibility for application  
   Deadline: October 1st
3. Obtain Provost signature indicating satisfactory employment and continuing need for the applicant’s position.  
   Deadline: October 1st
4. Show completed application and obtain signature from Department Chair and request formation of a Campus Tenure Committee  
   Deadline: October 1st
5. Turn in completed portfolio to Department chair to be forwarded on to Campus Tenure Committee Chair  
   Deadline: January 10th

Completed Portfolio Checklist.

1. Portfolio must be a 2-3” binder.
2. Front Cover has applicant’s name clearly displayed.
3. Table of contents should be placed and ring bound as the first page.
4. Construct the portfolio with the following guidelines and order:
a. Custody form hole-punched and added to the front of the binder.
b. Completed Appendix C, Appendix D and application hole-punched and added in the rings (do not place it in the front pocket!) behind the custody form.
c. PEP Forms should be placed next in the front of the binder.
d. New Faculty Mentoring completion evidence

5. Evidence for completion of the required criteria should be placed in individual clearly tabbed and labeled sections of the portfolio. Use the following order:
   a. Professional Development
   b. Contribution to the College
   c. Contribution to the Profession.
   d. Other Contributions.

6. Submitted directly to the Applicant’s Department Chair/Program Manager.

7. ALL MATERIAL INCLUDED MUST BE ATTACHED TO RING BINDERS OR PLACED IN PLASTIC SLEEVES AS DIRECTED ABOVE.

Tenure Checklist – Department Chair/Program Manager

1. Construct a committee to review the Applicant’s portfolio using the following guidelines:
   a. The Campus Tenure Committee must have a minimum of 4 members and a maximum of 6.
      i. The Applicant’s Department Chair must be a member.
         1. The Department Chair is a non-voting member of the committee.
         2. The Department Chair will ensure the committee meets and follows all relevant protocols and procedures.
      ii. The remaining members should be selected in the following order of preference:
         1. Members of the applicant’s discipline and same campus.
         2. Members of related disciplines from the same campus.
         3. Member of the same or related disciplines and another campus.
      iii. All committee members MUST be tenured Faculty.
   b. Solicit the committee for a Committee chair that will conduct the review. This must NOT be the Applicant’s Department Chair.

2. Ensure the committee meets to review the portfolio prior to the January 10th deadline.
Tenure Checklist – Provost

1. Notify the TPD Council Chair of all intended applicants from your campus by the May Deadline.
2. By January 20th, notify the applicant by signature on the form indicating the continuing status of the applicant’s position (e.g. position need exists or position will not be needed in the future). This signature is required on the Tenure application, in the section labeled “Provost’s Statement”.

Article X. CUSTODY OF TENURE APPLICATIONS

Section 11.01 Procedure

The integrity of the portfolio, and the confidentiality, and privacy of the candidate must be protected. In order to ensure the integrity of the process, a portfolio custody form will be generated. All people handling the packet at every level beginning and ending with the applicant will sign and date this custody document. (Appendix E)

Article XI. CONFIDENTIALITY

Section 12.01 Policy

The intent of this policy is to protect the integrity of the Change in Rank and Tenure application processes and ensure the privacy of the applicants and committee members. This policy applies to all members of the TPD and Campus-based Tenure Committees.

a. No guests will be permitted to attend meetings in which applications are being evaluated.
b. Discussions during these meetings are to remain confidential.
Article XII. HANDBOOK

Section 13.01 Procedures for Additions
This handbook is a work in progress, which will necessarily be crafted over time and with great care. However, in recognition of the need to quickly adopt and implement the most time-sensitive sections, the TPD Council will adopt subsequent completed sections by a simple majority vote. Further, as changing circumstance demands, the TPD Council may revisit particular sections of the handbook for update. Once approved, the additions are forwarded to UFF-Brevard and BCC Administration for approval. The additions will not go into effect until the TPD Chair received notification of approval by BCC administration and UFF-Brevard.

Section 13.02 Procedure for Amendments
Amendments to the TPD Handbook are made under the following provisions carried out in sequence:

1. Initiation of Proposed Amendments
   a. Initiation of proposed amendments requires a majority vote of the TPD membership.
2. Procedure for Proposed Amendments
   a. Amendments are submitted to the TPD Council.
b. Action on proposed amendments is delayed until the TPD has had a sufficient period of time to consider and discuss the changes.
c. If additional discussion and consideration are required, a vote may be delayed for a period of time agreed upon by the majority.

3. Adoption of Proposed Amendments
   a. Approval requires an 80% majority vote in favor. All members must be present and vote.
   b. Once approved, the amendments are forwarded to UFF-Brevard and the Brevard Community College administration for approval. The amendments will not go into effect until the TPD Chair receives notification of approval by BCC and UFF-Brevard.

Section 13.03 Editorial Corrections

A. Editorial corrections are those that do not substantively alter the intent or meaning of the original entry.
B. Editorial changes require only a simple majority approval.
C. Once approved, the editorial changes are forwarded to UFF-Brevard and BCC administration for review. Editorial changes take effect immediately upon approval of UFF-Brevard and BCC administration.

Section 13.04 Publication of the Handbook

Upon completion and adoption of the handbook, the TPD Handbook will be made available online at www.uff-brevard.org and www.brevardcc.edu

Appendix A. Change in Rank Application

Change in Rank is a faculty peer award granted by the Tenure and Professional Development Committee in recognition of the significant and ongoing contributions of faculty members to their disciplines, the College, and the community. The award includes a rank change and a one-time stipend, as outlined in Article 14.8 of the Collective Bargaining Contract.

Directions: To apply for rank change, complete and submit this application, along with a portfolio of evidence to the Tenure and Professional Development Committee. A portfolio template is available on the http://web22.brevardcc.edu/faculty-staff/tenure-professional-development-council/index.cfm

Completed applications and associated portfolios must be received by the Chairperson of the Tenure and Professional Development Committee no later than 5:00pm EST on October 15. Incomplete applications will not be considered.

Once completed, the following procedure should be followed for portfolio submission:

1. Ensure delivery of the portfolio to the TPD Chair prior to the October 15th deadline.
   a. Send email notification to the TPD Chairperson if you send your application and portfolio through campus mail.
   b. Upon receipt of your application and portfolio, the Chairperson will send an email confirmation for your records.
Applications will be evaluated and the TPD Chair will forward recommendations to the College President no later than November 15. The scoring that will be used during the evaluation process is located on the Tenure and Professional Development website. Candidates will be notified of any rank status before the end of the Fall term. Approved portfolios will be returned to applicants by the end of Fall semester. Those applicants who are denied a rank change will be provided with a written justification from the Committee. The associated portfolios will be held for at least 21 working days after written justification is provided.

<Continued on the following page>

Name: ____________________________  Current Title: ____________________________
Campus: __________________________  Date hired as F/T faculty: __________________
Degrees awarded and dates:
Date tenure awarded: ________________  Date last rank change award: _________
Select the Rank for which you are applying:

___ Assistant Professor
___ Associate Professor
___ Professor

Instructions: Per Section 11.4 of the Faculty Contract, five criteria must be met for rank change:

1) Minimum years of service and/or education qualifications
2) Satisfactory performance in TWO recent PEPs.
3) Significant continuing contributions to the College, Discipline, and/or Community
4) Ongoing professional development
5) Peer recommendation
Please verify that each of the following is included in the order listed below in clearly labeled dividers separating sections is included in this application and the associated portfolio before submitting:

- Signed and dated form from Human Resources
- Signed and dated form from campus Provost
- Copies of at least two recent signed and dated Performance Enhancement Conference Summary forms
- Evidence of continuing professional development
- Evidence of significant continuing contributions to two or more of the following: the College, the Discipline, or the Community
- Two signed and dated peer recommendation letters on Official College letterhead
- Signature and date on Faculty Authorization and Verification section (Must be signed for application to be considered)

Guidelines for the portfolio:

- The portfolio must be a 1” – 2” three-ring binder.
- Only the Change in Rank application should be in the inside front pocket of the portfolio.
- Plastic sleeves are acceptable only if documents do not need to be removed in order to be reviewed.
- Evidence must be dated after the last rank change was awarded. Evidence dated prior to the last rank change will not be considered.
- Order evidence in each section beginning with the most recent accomplishments.
- Place the evidence in order per the above instructions.

<Continued on the following page>

### Human Resources Verification Form

Highlight the box on this chart that applies to the level you are requesting.

<table>
<thead>
<tr>
<th>INSTRUCTOR</th>
<th>ASSISTANT PROFESSOR</th>
<th>ASSOCIATE PROFESSOR</th>
<th>PROFESSOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>All non-tenured, full-time faculty will hold the rank of Instructor.</td>
<td>Doctorate, upon award of tenure.</td>
<td>Doctorate with 5 years full-time faculty experience at BCC.</td>
<td>Doctorate with 8 years full-time faculty experience at BCC.</td>
</tr>
<tr>
<td>Master's +60, award of tenure, and 4 years full-time faculty experience at BCC.</td>
<td>Master's +60 with 6 years full-time faculty experience at BCC.</td>
<td>Master's +60, with 9 years full-time faculty experience at BCC.</td>
<td></td>
</tr>
<tr>
<td>Master's +30, or terminal degree, award of tenure, and 5 years full-time faculty experience at BCC.</td>
<td>Master's +30, or terminal degree, with 8 years full-time faculty experience at BCC.</td>
<td>Master's +30, or terminal degree, with 10 years full-time faculty experience at BCC.</td>
<td></td>
</tr>
<tr>
<td>Master's degree, award of tenure, and 6 or more years full-time faculty experience at BCC.</td>
<td>Master's degree, with 9 years full-time faculty experience at BCC.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
a. All degrees and hours must be from regionally accredited institutions or equivalent.
b. Up to ten years prior college-level or university-level faculty experience may be substituted for BCC faculty experience on a 2:1 ratio with every two-years prior experience substituting for one year BCC experience.

Submit this application to Human Resources for verification of minimum qualifications requirements for the rank change you are requesting. This application must be signed and dated by Human Resources. Request this application be returned to you upon verification.

**HUMAN RESOURCES VERIFICATION:**
I certify that this faculty member meets the minimum qualifications, highlighted above, required for the rank change requested.

Date of last Rank Change: __________________________

Human Resource Officer Signature: ___________________________ Date:__________

**Provost Verification Form**

Evaluations – You must have earned a “Satisfactory” or better on at least two evaluations in the previous five years, with a “Satisfactory” or better on the most recent evaluation. Submit this application to your Provost for verification of satisfactory performance. This application must be signed and dated by your campus Provost. Request this application be returned to you upon verification. Include copies of the two completed signed and dated Performance Enhancement Conference Summary forms in your portfolio.

**PROVOST VERIFICATION:**

I certify that this faculty member has earned a “Satisfactory” or better on at least two evaluations in the previous five years with a “Satisfactory” or better on the most recent evaluation.

Date of Performance Reviews: I: ___________________________ II: ___________________________

Provost Signature: ___________________________ Date: __________

Please ensure this form is returned to the applicant in a timely manner.
1. Submit evidence of continuing professional development. Limit all to the time interval of this application. Evidence may include, but is not limited to (check all that apply):

- Obtaining continuing education credits meeting professional certification/licensure requirements (include copy of unofficial transcript or certificate of completion)
- Successfully completing a professional development workshop offered through the college (provide summary of all workshops completed and include a copy of your BCC Training Record)
- Successfully completing a course for college credit (include copy of unofficial transcript)
- Attending a conference, workshop, seminar, webinar, or professional meeting to advance knowledge in the career field (include a registration form and workshop agenda, or a certificate of completion or attendance)
- Other:_________________________________________________________

2. Submit evidence of significant continuing contributions to at least two of the following three categories: the College, the Profession, or the Community.

Evidence you are submitting for contributions to the College may include, but is not limited to (check all that apply):
Participating on a college-wide or campus committee (include length of service, 1-2 sentence description of duties, role such as chair or secretary, and meeting minutes)

Participating on an advisory committee for the college (include meeting minutes)

Successfully delivering a professional development workshop, such as S&PD (include official workshop description/outline)

Writing a grant proposal for program improvement or new equipment (include executive summary of grant and documentation from funding source)

Actively participating on the Academic Affairs Council or related sub-committee. (include length of service, 1-2 sentence description of duties, role such as chair or secretary, meeting minutes, and any other appropriate documentation)

Participating on an articulation committee (include meeting minutes)

Participating as a mentor in the New Faculty Mentoring Program (letter from Program administrator)

Other: ________________________________________________________________

<Continued on the following page>

Evidence you are submitting for contributions to the Profession refers to activities occurring outside of the confines of the College and may include, but is not limited

(Check all that apply):

☐ Presenting a paper or panel member at a professional conference/meeting (include official workshop abstract/description)

☐ Publishing a scholarly or research paper on a profession-related subject in a refereed journal or textbook (include full MLA or APA references and/or copy of article)

☐ Presenting artwork at a juried art show or performing in a public recital (include program)

☐ Writing a critical review of a musical or theatrical performance, book review or other art work for publication in a newspaper, magazine or professional journal (include full MLA or APA references and/or copy of article)

☐ Participating in a discipline related professional organization (include length of service, 1-2 sentence description of duties, role such as chair or secretary, meeting minutes, and any other appropriate documentation)

☐ Teaching an upper division course or graduate course at the University level in appropriate discipline
Researching or developing products appropriate to the academic setting that require a significant amount of time and effort (include products)

Developing a new course of study, a new course offering, or a course revision for the department (include program/course plans and cover page that includes your role in development)

Other: ________________________________________________

Evidence you are submitting for contributions to the Community may include, but is not limited to (check all that apply):

- Organizing a college sponsored community event (advertisement, letters/certificates of recognition)
- Participating on an advisory committee for a non-profit organization (include length of service, 1-2 sentence description of duties, role such as chair or secretary, meeting minutes, and any other appropriate documentation)
- Performing a minimum of 20 hours community service/volunteer time with any non-profit, government organization or student related activity (must be documented)
- Obtaining training and certification to assist with community needs (certificate of completion, letters/certificates of recognition)
- Participating in a mentoring program such as, but not limited to, Project Read or Big Brother/Big Sister (letters/certificates of recognition that include length of service)
- Sponsoring a college-sanctioned student organization (such as a professional organization, Green Team, or PTK)
- Other: ________________________________________________

4. Include two peer letters of recommendation (may be inter-disciplinary). Specific contributions must be identified. The letters must be on College letterhead.

FACULTY AUTHORIZATION AND VERIFICATION:

By signing below, I: (i) authorize members of the Tenure and Professional Development Committee to review all materials included in my portfolio, and (ii) certify that to the best of my knowledge the contents of this application and portfolio are complete and accurate.

Faculty Signature: ______________________________ Date: ______________
Appendix B. Change in Rank Scoring Guide

The Change in Rank procedures outlined in Article 8.01 of the Tenure and Professional Development Handbook are as follows:

1. The TPD Council Chair will send an email, no later than August 31, notifying faculty of the October 15 due date for Change in Rank applications. The application and portfolio directions will be provided on the TPD website.
2. The TPD Council Chair will provide an email confirmation upon receipt of each application and portfolio.
3. The Rank Change Committee will meet at least once after the due date to review applications.
4. The Rank Change Committee will use the scoring guide, located on the TPD website, during the evaluation process. Incomplete applications will not be considered.
5. The TPD Council Chair will forward recommendations to the College President no later than November 15 with written justification for denied applications.
6. Applicants who are denied a rank change will be provided with a written justification from the College President no later than November 15. The associated portfolios will be held for at least 21 working days.
7. Approved portfolios will be returned to applicants by the TPDC Chair upon notification by the College President.
Directions for deliberations:

1. Rank Change Committee Chair Insert the name of each applicant in column one of Table 1.
2. Rank Change Committee Chair Print and provide a copy of Table 1 to each committee member.
3. Rank Change Committee Chair Print a copy of all pages of this document, to be completed once a decision has been made for all applications.
4. Rank Change Committee members individually review each application and associated portfolio. Record results, including whether or not you think rank change should be approved, in Table 1.
5. Rank Change Committee members) As a group, discuss the results for each application and portfolio. Discuss any major differences. Vote whether or not to recommend a rank change. A majority vote is required for an applicant to be awarded a rank change.
6. Rank Change Committee Chair Complete pages 2 and 3. Include the date in the first cell of Table 1. Secure signatures from all committee members. Store the completed scoring guide in a secure location.
7. TPD Council Chair Forward recommendations to the College President no later than November 15, and provide written justification to the College President for any applicant denied a rank change no later than November 15. Hold the associated portfolio for at least 21 working days.
8. TPD Chair Return approved portfolios to applicants by the end of Fall.
<table>
<thead>
<tr>
<th></th>
<th>1.</th>
<th>2.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HR Signature and date [check if YES]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Provost signature and date [check if YES]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>“Satisfactory” in at least 2 evaluations, forms signed and dated [check if YES]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Professional Development</td>
</tr>
<tr>
<td></td>
<td>At least two categories must be met</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contribution to the College</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contribution to the Profession</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Contribution to the Community</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Two peer recommendations [check if YES]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Not Approved</td>
</tr>
</tbody>
</table>

Table 1 - Rank Change Scoring Guide
Table 2 - Rank Change Committee Justification Form. Please detail specific reasons for non-approval of an application in the space provided below. Attach additional copies of this form as needed.

Approved Applicants

<table>
<thead>
<tr>
<th>Name</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Non-Approved Applicants

<table>
<thead>
<tr>
<th>NAME</th>
<th>JUSTIFICATION FOR NOT AWARDING RANK CHANGE AT THIS TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Rank Change Standing Committee met and approved the results given in Table 2.

<table>
<thead>
<tr>
<th>Committee Chair Signature: _______________________________</th>
<th>Date: _______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
<tr>
<td>Committee Member Signature: _______________________________</td>
<td>Date: _______</td>
</tr>
</tbody>
</table>
Tenure and Professional Development Council Rank Change Form

The Tenure and Professional Development Committee met and approved the results provided by the Rank Change Standing Committee. *Justify any recommended deviation from the RSCS in the space below.*

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Committee Chair Signature: ____________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Committee Member Signature: __________________________ Date: ________
Appendix C. Tenure Application

Granting of tenure is the responsibility of the College President. This decision takes into consideration two recommendations – one from the Tenure and Professional Development Council and the second from a Campus Tenure Committee. Per Section 11.1 of the Faculty Contract, four criteria must be met for tenure:

1. Satisfactory service performed in a full-time faculty position for three or four academic years
2. Satisfactory completion of a tenure portfolio
3. Supermajority recommendation by a faculty Campus Tenure Committee
4. A 75% majority recommendation by the faculty Tenure and Professional Development Committee

Instructions for Application

Applying for tenure involves several steps, each with a different deadline. To apply, do the following:

1. By May 1 of your second or third year, notify your supervisor of your intent to apply for tenure the following academic year.
2. By October 1 of the Fall Term of the candidate’s third or fourth year, the candidate must submit an application for tenure and an authorization for tenure committees to review limited access files to the candidate’s Department Chair or Program Manager.
3. By the end of the Fall term of the candidate’s third or fourth year, the Department Chair or Program Manager will form a Campus Tenure Committee and ensure a Committee Chair is chosen pursuant to Appendix Q of the CBA and subsequently deliver the application to the Campus Committee Chair.
4. By January 10 of the year of tenure consideration, the candidate will submit your application and tenure portfolio to your Department Chair or Program Manager for dissemination to the campus tenure committee chair. Portfolio guidelines are available in Appendix D of the Tenure and Professional Development handbook and on the TPD website.

The timeline for consideration is:

1. By January 20, the supervising administrator acknowledges that the position for which the applicant is requesting tenure is projected to continue and the summary of Student Opinion Survey to the candidate’s Campus Tenure Committee Chair.
2. By February 1, the Campus Tenure Committee will have met and made a recommendation to the College-wide Tenure Committee and copied your supervisor.
3. By February 21, the College-wide Tenure Committee will have met and made a recommendation to the College President.
4. In time for the March Board of Trustees meeting, your supervisor and the College President will have made their recommendations.
5. By April 1, candidates for Tenure will be notified of approval or non-approval by the Administration.
Application for Tenure

Incomplete applications will not be considered. Please verify that each of the following is included in this application before submitting:

- Signature and date on Faculty Authorization and Verification section
- Signature and date from Human Resources

Name (Printed): ________________________________________________

Campus: ___________________________ Date hired as F/T faculty (Month, Year): ___________________________

Degrees awarded and dates: ____________________________________________

I. FACULTY AUTHORIZATION AND VERIFICATION:

By signing below, I: (i) authorize members of the Tenure and Professional Development Council to review all materials included in my portfolio, and (ii) certify that to the best of my knowledge the contents of this application and portfolio are complete and accurate.

Faculty Signature: ___________________________________________ Date: _____________

II. HUMAN RESOURCES VERIFICATION:

I certify that the exact hire date for this faculty member was:

Human Resource Officer Signature: ___________________________ Date: _____________

III. PROVOST STATEMENT:

___ The applicant is in a faculty position that is expected to continue to be needed.
___ The applicant is in a faculty position that is not expected to continue to be needed.

Provost Signature: ___________________________________________ Date: _____________

III. DEPARTMENT CHAIR STATEMENT:

___ The applicant has shown a completed portfolio and requested formation of a campus-wide tenure committee.

Department Chair Signature: ___________________________ Date: _____________

<Continued on following page>
IV. CAMPUS-BASED TENURE COMMITTEE RECOMMENDATION

Only material in direct support of the mandatory required elements of the Tenure Application will be considered in the tenure process. Please do not include additional information not submitted by the applicant or requested by the required application forms. Personal opinions and narrative shall not be used to decide a tenure approval.

___ We recommend this applicant for tenure.

___ We do not recommend this applicant for tenure. Justification for non-approval is:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Committee Chair Signature: _______________________________ Date: __________

Committee Member Signature: _______________________________ Date: __________

Committee Member Signature: _______________________________ Date: __________

Committee Member Signature: _______________________________ Date: __________

Committee Member Signature: _______________________________ Date: __________
V. TENURE AND PROFESSIONAL DEVELOPMENT COUNCIL RECOMMENDATION

The committee will use the following checklist to ensure all standards were met and procedures followed.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed tracking form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed tenure application, including any required signatures and dates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed campus-based scoring guide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included campus-based meeting minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verified the content of the portfolios</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verified minimum standards for tenure were met</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Verified recommendation was made by campus-based committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

___ We recommend this applicant for tenure.

___ We do not recommend this applicant for tenure. Justification for non-approval is:

__________________________________________________________________________

__________________________________________________________________________

Committee Chair Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________

Committee Member Signature: ___________________________ Date:________
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Satisfactory” in all performance evaluations since hired in tenure track position; Included all forms since hire date; Forms were signed and dated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive student reviews; Included at least five semesters worth from F/T hire date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Met minimum standard for contributions to the College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Met minimum standard for contributions to the Profession (Discipline)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Contributions such as Contributions to the Community (not mandatory )</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Appendix D. Tenure Portfolio Guidelines**

Guidelines for the portfolio:
- The portfolio must be a 2” – 3” three-ring binder.
• Complete this form and placed it hole-punched in the front of the portfolio. Plastic sleeves are acceptable only if documents do not need to be removed in order to be reviewed.
• Evidence must be dated hire date as a full-time instructor.
  o Evidence dated prior to your full-time hire date will not be considered.
  o Evidence may only be used to fulfill one section.
• Order evidence in each section beginning with the most recent accomplishments.
• Include clearly marked dividers separating sections as follows:
  o Contributions to the Academic Unit (two boxes total)
    ▪ College Contribution (at least one box)
    ▪ Professional Contributions (at least one box)
  o Contributions to Professional Development (at least two boxes)
Incomplete portfolios will not be considered. Please verify that each of the following is included in your portfolio before submitting:
  1. Table of Contents
  2. [REQUIRED] Signed and dated complete copies of all Performance Enhancement Conference Summary forms.
  3. [REQUIRED] Student opinion surveys for each section taught in at least five semesters as part of your full-time load.
  4. [REQUIRED] Evidence of successful completion of New Faculty Mentoring Program.
  5. [REQUIRED] Evidence of continuing Professional Development. Limit all to the time interval of this application. Require two boxes or more.
    □ Successfully completing a graduate level course of at least 3 credit semester hours in one’s discipline or directly applicable to that discipline (include copy of unofficial transcript)
    □ Successfully completing a college level course of at least 3 credit semester hours in one’s discipline or directly applicable to that discipline (include copy of unofficial transcript) if the college level is the highest for the specific discipline
    □ Successfully completing a professional development workshop offered through the College (provide summary of all workshops completed and include a copy of your BCC Training Record)
    □ Obtaining continuing education credits meeting professional certification/licensure requirements (include copy of unofficial transcript or certificate of completion)
    □ Attending a conference, workshop, seminar, webinar, or professional meeting to advance knowledge in the career field (include a registration form and workshop agenda, or a certificate of completion or attendance)
    □ Other: ____________________________________________________________

<Continued on the following page>

6. [REQUIRED] Evidence of contributions to the College.

Identify the evidence you are submitting for contributions to the College: Check at least one box.
Participating on a college-wide or campus committee (include length of service, 1-2 sentence description of duties, role such as chair or secretary, and meeting minutes)

Participating on an advisory committee for the college (include meeting minutes)

Sponsoring a student organization (such as a professional organization, PTK, or the Environmental Club)

Writing a funded grant proposal for College program improvement or new equipment.

Researching or developing products appropriate to the academic setting that require a significant amount of time and effort (must be pre-approved by the supervisor)

Developing and delivering a college-wide faculty workshop.

Mentoring a College Success Skills student (copy of mentor completion form)

Other:

7. [REQUIRED] Evidence of contributions to your Profession (Discipline).

Identify the evidence you are submitting for contributions to the Profession (Discipline). Check at least one box.

- Participating in a discipline related professional organization or committee (include length of service, 1-2 sentence description of duties, role such as chair or secretary, and meeting minutes)

- Participating on an advisory committee for the discipline (include meeting minutes)

- Successfully delivering a professional development workshop (include official workshop description/outline)

- Writing a grant proposal for program improvement or new equipment (include executive summary of grant and documentation from funding source)

- Participating on an articulation committee (include meeting minutes)

- Presenting a paper or panel member at a professional conference / meeting

- Publishing a scholarly or research paper on a profession-related subject in a refereed journal or textbook

- Creation of innovative instructional design

- Other:

8. [OPTIONAL] If you are also including other contributions (such as Contributions to the Community), please give a one to two sentence description of evidence included in portfolio:

---

Appendix E. Tenure Portfolio Custody Form

Portfolio delivered to Campus Tenure Committee Chair by Tenure Candidate:
APPENDIX F. Sabbatical Leave

Applicant Instructions/Information

1. Complete Sections I-III of the Proposal for Professional Leave form (it is a fillable form that you can type into within Microsoft Word). Review the Tenure & Professional Development Handbook and the Evaluation Criteria below for guidance on completing Section III. In Section IV, type in the name of your Department Chair or Program Manager and campus Provost in the second and third signature areas. Print out the form and sign under the first signature area in Section IV.

2. Complete and print out the Leave of Absence Request Form (regular HR leave form).

---

1 The Campus Tenure Committee may deliver the Applicant’s portfolio to the campus representative of the TPD Council with approval from the TPD Council Chair. All deadlines must still be met.
3. Complete and print out the Short-Term or Extended Professional Leave with Pay Agreement (HR form).
4. Submit the three forms noted above as a complete packet to your Department Chair or Program Manager. The Department Chair/Program Manager will sign indicating receipt of the form, and will forward to the Campus Provost. The Provost will also sign indicating receipt of the form, and will forward to the Sabbatical Leave Committee. Note that these signatures do not imply approval of the proposal; only that the form has been received and properly routed.
5. The Sabbatical Leave Committee will review your proposal. An interview may be required; you will be notified if this is the case.
6. The Sabbatical Leave Committee will complete the Proposal Evaluation form.
   a. Proposals that the committee recommends for approval will be forwarded to Human Resources and the Chief Learning Officer, with a copy to the applicant’s Provost, for the next steps in application processing.
   b. Proposals that the committee does not recommend for approval will be returned to the applicant with the completed Proposal Evaluation form. Reasons for non-recommendation and/or suggestions for improvements will be included in the Comments section of the form where appropriate.
7. Applicants whose proposals receive final approval will be notified by the Chief Learning Officer.

Evaluation Criteria
Recommended proposals will satisfy at least one of the following purposes:
- Completion of scholarly publications or creative work in the visual or performing arts which are related to the current BCC job assignment
- Commencement or continuation of post graduate education related to current BCC teaching discipline
- Participation in a formal work study program in a field or profession aligned with current BCC employment
- Participation in a formal work study program in a field or profession which could result in additional credentials to support potential BCC employment

Timeline and Routing Process – Short-Term Leave (up to 8 weeks)
1. Faculty member completes items 1-4 above and provides to Department Chair or Program Manager a minimum of seven months prior to the beginning of the leave.
2. Department Chair or Program manager reviews, signs, and forwards to the campus Provost as soon as possible; the campus Provost reviews, signs, and forwards to the Sabbatical Leave Committee as soon as possible. The Sabbatical Leave Committee must receive the application packet from the Provost no later than six months prior to the beginning of the leave.
3. The Sabbatical Leave Committee reviews, signs, and forwards recommended application packets to HR and the Chief Learning Officer, with a copy to the applicant’s Provost, no later than four months prior to the beginning of the leave.
4. The Chief Learning Officer will notify applicants of approved leave as soon as possible after final approval of proposal has been granted.

Timeline and Routing Process – Long-Term Leave (longer than 8 weeks)
1. Faculty member completes items 1-4 above and provides to Department Chair or Program Manager by September 1 prior to the fiscal year of the leave.
2. Department Chair or Program manager reviews, signs, and forwards to the campus Provost as soon as possible; campus Provost reviews, signs, and forwards to the Sabbatical Leave Committee
as soon as possible. The Sabbatical Leave Committee must receive the application packet no later than September 15 prior to the fiscal year of the leave.

3. The Sabbatical Leave Committee reviews, signs, and forwards recommended application packets to HR and the Chief Learning Officer, with a copy to the applicant’s Provost, by November 1 prior to the fiscal year of the leave.

4. The Chief Learning Officer will notify applicants of approved leave as soon as possible after final approval of proposal has been granted.

---

**FACULTY PROPOSAL FOR SABBATICAL LEAVE**

Name ___________________________________________________ B# __________________________

Campus _________________________________________________ Phone ______________________

Discipline _______________________________________________ Date Tenure Awarded ___________
Please check the box for the type of leave being requested:

☐ Short-term professional leave (up to 8 weeks)
☐ Long-term professional leave (longer than 8 weeks)

Dates and/or term(s) to be on leave _________________________________________________________________

Check the appropriate box below and provide the requested information:

☐ Institution to attend/location _________________________________________________________________

  Major area of study ________________________________

OR:

☐ Government agency/corporation assignment or other learning experiences

___________________________________________________________

  Specific tasks to be completed___________________________________________

  Specific competency to be gained__________________________________________

___________________________________________________________

Section III:
Please provide a statement of your plans for the requested sabbatical leave and indicate how it will benefit your professional development goals as well as increase your value to the College. Attach no more than three pages, including your statement and any supporting documentation. Be concise but complete.

<Continued on the following page.>

Section IV:
Please sign below, then forward to your Department Chair. The Department Chair will sign and forward to the Campus Provost, who will sign and forward to the Sabbatical Leave Committee for review.

1. Faculty Member Signature ________________________________________________________________

2. Department Chair/Program Manager Name___________________________________________________

  Signature* ________________________________________________________________
Date Received

3. Campus Provost Name______________________________________________________________

   Signature*______________________________________________________________

   Date Received_____________

*Signatures of Department Chair/Program Manager and Campus Provost indicate receipt of your proposal only; they do not indicate approval of this request.
Date Forwarded to CLO / HR: ____________________________________________

Upon consideration for review, the Sabbatical Leave Standing Committee:

☐ Recommends  ☐ Does not recommend

Comments:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Signatures of Sabbatical Leave Standing Committee Members:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________