

Eastern Florida State College

Tenure & Professional Development Council

Handbook

2018

Table of Contents

Article I. INTRODUCTION	5
1.01 Preamble.....	5
Article II. MISSION	6
2.01 Primary Responsibilities	6
Article III. MEMBERSHIP.....	7
3.01 Campus Representatives	7
3.02 At-Large Representative	7
3.03 Terms of Service	7
3.04 Chair.....	7
3.05 Vice Chair	7
3.06 Secretary.....	7
Article IV. MEETINGS	8
4.01 Meeting Schedule.....	8
4.02 Meeting Attendance and Participation	8
4.03 Additional Meetings	8
4.04 Ad Hoc Subcommittee Meetings.....	8
Article V. TRANSACTION OF BUSINESS	9
5.01 General Rules of Order	9
5.02 Procedures.....	9
5.03 Voting	9
5.04 Minutes.....	10
Article VI. LEADERSHIP AND REPRESENTATION	11
6.01 Chair.....	11
6.02 Vice Chair.....	12
6.03 Secretary.....	12
6.04 Campus and At-large Representatives	13
Article VII. COMMITTEES	15
7.01 Committees’ Missions	15
7.02 Standing Committees/Subcommittees Structure.....	15
7.03 Standing Committee/Subcommittee Meetings.....	16

7.04	Standing Committee - Responsibilities.....	16
Article VIII.	Handbook.....	17
8.01	Handbook Standing Committee (HSC) - Responsibilities	17
8.02	Procedures.....	17
8.03	Editorial Corrections.....	17
8.04	Publication of the Handbook.....	17
Article IX.	Professional Development	18
9.01	Professional Development Standing Committee - Responsibilities	18
9.02	Faculty Professional Development and Advancement Activities.....	18
Article X.	RANK CHANGE	20
10.01	Rank Change Standing Committee (RCSC)-Responsibilities	20
10.02	Rank Change Standing Committee (RCSC) - Procedures and Timeline	20
Article XI.	Sabbatical Leave.....	21
11.01	Sabbatical Leave Standing Committee (SLSC) - Responsibilities	21
11.02	Sabbatical Leave Standing (SLSC) Committee - Procedures	21
Article XII.	TENURE.....	22
12.01	Timeline (CBA Appendices S&T)	22
12.02	Campus Tenure Committee.....	22
12.03	Tenure and Professional Development Council Procedures	24
Article XIII.	CUSTODY OF TENURE APPLICATIONS.....	25
13.01	Procedure	25
Article XIV.	Professional Learning Activities Funding (PLAF)	26
Article XV.	Academic Discipline Peer Award (ADPA)	27
Article XVI.	CONFIDENTIALITY	28
14.01	Policy.....	28

1 **Definitions:**

2

3 In the TPDC Handbook, the full name will be used and the abbreviation will be referenced one time.
4 The abbreviation will then be used thereafter throughout the document.

5

6 ADPA – Academic Discipline Peer Award

7 CBA - Collective Bargaining Agreement

8 College President – College President or designee

9 Council – Tenure and Professional Development Council (TPDC)

10 EC – Executive Council

11 HSC – Handbook Standing Committee of the TPDC

12 Majority - Fifty percent plus one of membership

13 PDSC – Professional Development Standing Committee of the TPDC

14 PLAF – Professional Leave Activities Funding

15 Quorum – Fifty percent plus one of membership

16 RCSC - Rank Change Standing Committee of the TPDC

17 SLSC – Sabbatical Leave Standing Committee of the TPDC

18 Super Majority – Minimum of 66% of membership

19 TPDC - Tenure and Professional Development Council

20 TPDC Handbook (2017) – Handbook

21 UFF – United Faculty of Florida (UFF), Brevard

22 UFF President – UFF Brevard President or designee

23 **Article I. INTRODUCTION**

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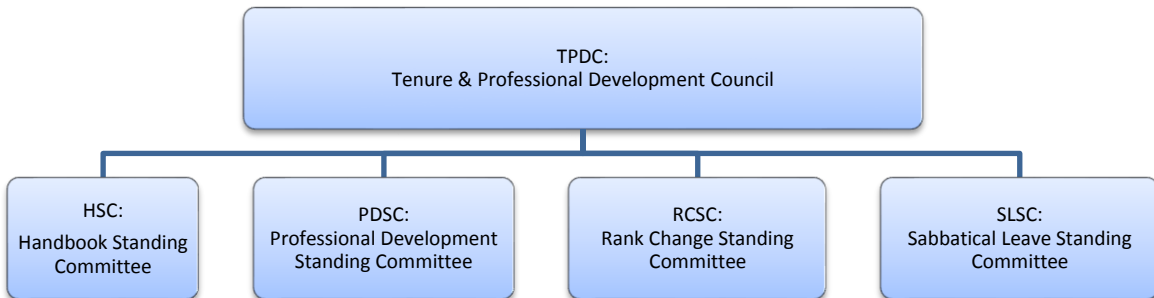
25 **1.01 Preamble**

26 The Tenure and Professional Development Council (TPDC) provides a faculty voice in decisions
27 concerning professional development, rank, sabbatical leave, and tenure in the interest of
28 strengthening the faculty and the College. In accordance with the Collective Bargaining
29 Agreement (CBA), the TPDC, or its standing committees and subcommittees, shall review and/or
30 prepare recommendations for the College President or designee.
31
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33

**Tenure and Professional Development Council
Organizational Chart**

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35

36 **Article II. MISSION**

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38 **2.01 Primary Responsibilities**

39 The College and UFF-Brevard will mutually develop goals for the TPDC (CBA 6.16.C.3.). These
40 goals are translated into the duties and responsibilities of the TPDC and its standing committees
41 and subcommittees.

42
43 The primary responsibilities of the Tenure and Professional Development Council are to:

- 44
- 45 1. Review and/or prepare make recommendations for the College President concerning rank,
46 tenure, sabbatical leave, and faculty professional development.
 - 47 2. Provide guidance and oversight of the following standing committees and subcommittees:
48 Handbook Standing Committee (HSC), Professional Development Standing Committee (PDSC),
49 Rank Change Standing Committee (RCSC), and Sabbatical Leave Standing Committee (SLSC).
 - 50 3. Act as a resource to all Campus Tenure Committees.
 - 51 4. Review all tenure applications and Campus Tenure Committee recommendations in order to
52 submit a tenure report to the College President or designee (CBA11.1.B.6).
 - 53 5. Field appeals for maintenance of continuing contract issues as prescribed (CBA11.2.C).
 - 54 6. Annually review and update procedures, applications, or resources necessary for TPDC, its
55 standing committees, and any subcommittees to exercise their responsibilities.
 - 56 7. Establish subcommittees or task forces when necessary for study of issues, creation of
57 recommendations, or other relevant work of the TPDC. The Council will represent these
58 recommendations to the College President through established means (CBA 6.16.2.).
 - 59 8. Other responsibilities as outlined in the CBA and this Handbook.
 - 60 9. TPDC will regularly communicate with and report meeting minutes to the EFSC
61 Administration through the appropriate designee, and to the UFF-Brevard Executive Council
62 (UFF EC) through the UFF-President or designee. Minutes will be posted on the TPDC
63 webpage following TPDC approval.

64 **Article III. MEMBERSHIP**

65
66 The TPDC will have nine (9) to fifteen (15) tenured faculty members.

67
68 In March, the TPDC Chair will send an email to the appropriate group of faculty through EFSC
69 Administration calling for new members. All members, except the UFF College-at-Large member,
70 are to be approved by the College President and the UFF EC. In the event that a member is
71 unable to fulfill his term, an email will be sent asking for a replacement at that time.

72
73 The TPDC consists of the following members and officers from TPDC membership:
74

75 **3.01 Campus Representatives**

76 Two (2) tenured faculty members are selected to represent each campus. Each campus
77 representative is a voting member of the TPDC, except when serving as the Council Chair.
78

79 **3.02 At-Large Representative**

80 One (1) tenured faculty member shall be recommended by the UFF EC from the College at-Large.
81 This member is a voting member of the TPDC, except when serving as Council Chair. Up to four (4)
82 additional at-large representatives may be added to represent eLearning, Institutes, Workforce
83 Development, etc.
84

85 **3.03 Terms of Service**

86 TPDC members shall serve three-year terms with new members appointed each April. No campus
87 shall have the terms of both their members ending at the same time. Every effort will be made to
88 stagger terms.
89

90 The Officers of the TPDC are the Chair, Vice Chair, and Secretary.
91

92 **3.04 Chair**

93 The Chair leads the TPDC according to the duties described in Section 6.01 of this Handbook. The
94 Chair is a non-voting member, except in the case of a tie. The Chair serves a two-year term, is
95 elected from the general TPDC membership and must have served on the TPDC at least one year
96 prior to being elected as TPDC Chair. The outgoing Chair will remain a member of the TPDC for
97 one year after the TPDC Chair term ends. This member is named Chair Emeritus and is a voting
98 member.
99

100 **3.05 Vice Chair**

101 The Vice Chair fulfills the duties described in Section 6.02 of this Handbook. The Vice Chair is
102 elected by a majority vote of TPDC membership, and must have served on the Council for at least
103 one year prior. The Vice Chair is a voting member and serves for one year.
104

105 **3.06 Secretary**

106 The secretary fulfills the duties described in Section 6.03 of this Handbook. The secretary is a
107 voting member and serves for one year.

108 **Article IV. MEETINGS**
109

110 **4.01 Meeting Schedule**

111 The TPDC will meet a minimum of two times each fall and spring semester. All TPDC members
112 are expected to attend all scheduled TPDC meetings (CBA 8.6.B.9.). Failure of representative to
113 attend said meetings may result in removal from the Council. After two consecutive missed
114 meetings, a member may be removed from the roster per discretion of TPDC Officers.
115

116 **4.02 Meeting Attendance and Participation**

117 TPDC meetings are open to the public and subject to Florida’s Sunshine laws. However, when
118 privileged information is discussed (e.g. tenure, rank, and award selection), non-council members
119 will not be present in order to protect the privacy of applicants. When necessary, the TPDC Chair
120 may require that attendees, other than officially designated voting TPDC representatives, must
121 request permission from the TPDC Chair to speak.
122

123 **4.03 Additional Meetings**

124 The Chair will schedule additional meetings as required:

- 125
- 126 1. By the College President
 - 127 2. By petitioning full-time faculty members who will attend the meeting
 - 128 3. By other special circumstances as warranted.
129

130 **4.04 Ad Hoc Subcommittee Meetings**

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

134 **Article V. TRANSACTION OF BUSINESS**

135
136 **5.01 General Rules of Order**

137 The Tenure and Professional Development Council will conduct business in a timely,
138 organized and transparent manner. The TPDC shall adhere to the following rules and
139 guidelines for transaction of business:

- 140
- 141 1. To preserve order, a member should be acknowledged by the Chair if he or she
 - 142 wishes to speak. Members may raise their hands to indicate their desire to make
 - 143 a remark.
 - 144 2. Members should keep their remarks brief (three minutes or less) to facilitate
 - 145 equal and fair discussion among all members wishing to contribute. The Chair
 - 146 has the right to maintain order.
 - 147 3. Discussion and voting will take place according to the procedures described here
 - 148 and in Sections 5.02 and 5.03 of this Handbook.
 - 149

150 **5.02 Procedures**

151 If the meeting schedule is not already established, at the end of each meeting, the Chair
152 will open discussion about the time and place of the next meeting. If the date and time are
153 “TBA,” members should check their EFSC email for notices from the Chair regarding the
154 dates of future meetings.

- 155
- 156 1. The Chair will give at least seven (7) working days’ notice before a meeting is to
 - 157 be held.
 - 158 2. To ensure a majority is present and/or there is enough attendance for
 - 159 business to proceed, a member who is unable to attend should contact the
 - 160 Chair at least five (5) working days before the meeting.
 - 161 3. Minutes will be recorded during each meeting. Minutes must be approved
 - 162 by a majority of the TPDC before being disseminated to the faculty. The
 - 163 Chair is responsible for distributing the minutes to the faculty and
 - 164 appropriate administrators and updating the associated website.
 - 165 4. Unless otherwise identified in this Handbook, at least a majority of voting
 - 166 members is needed to vote on business items at any TPDC meeting or standing
 - 167 committee/subcommittee/task force meeting.
 - 168

169 **5.03 Voting**

170 The TPDC shall adhere to the following voting rules:

- 171
- 172 1. Voting may be by voice vote, show of hands, or electronic submission unless the
 - 173 majority of those present desire a secret ballot or a roll call. If there is no contest,
 - 174 vote may be by acclamation.
 - 175 2. The Chair of the TPDC will break any tie votes.
 - 176 3. Unless otherwise identified in this Handbook, a majority of the membership is
 - 177 necessary for voting to take place.
 - 178 4. The names of the members making a motion and seconding the motion will be
 - 179 recorded in the meeting minutes.
 - 180 5. Voting members may vote in favor, vote nay, or abstain.

- 181 6. An 80% majority in favor vote is required to recommend changes to the Rank
182 Change or Tenure application documents. Approved recommendations are
183 forwarded by the TPDC to the UFF. All TPDC members must vote.
184 7. Changes to other policies or procedures outlined in this Handbook requires a
185 minimum 80% majority vote in favor. All TPDC members must vote.
186

187 5.04 Minutes

188 Minutes will be recorded during each meeting. Minutes must be approved by a majority of
189 the TPDC membership before being disseminated to the faculty. The TPDC Chair or
190 designee is responsible for distributing the minutes to the faculty and appropriate
191 administrators as outlined below and in Section 6.01 of this Handbook. Confidential
192 information is not included in published minutes.
193

194 Minutes from meetings will be drafted by the TPDC Secretary and presented to the TPDC
195 Chair for review. The TPDC Chair will submit minutes to the TPDC at large for final review.
196 Once approved by the majority, the TPDC Chair will submit minutes for publication on the
197 TPDC webpage. Until the review and approval process is complete, minutes in any form
198 (including hearsay, verbal transmission, etc.) shall not be made public by any member.

Article VI. LEADERSHIP AND REPRESENTATION

6.01 Chair

A. Selection and Term of Service:

1. The Chair is elected by a majority vote and must have served on the Council for at least one complete year prior to the election.
2. The election will be held no later than the last meeting each spring term.
3. The selection process will be administered as an open vote and open discussion, with the candidate(s) not present in room.
4. The term of service is two years as Chair and one year as Chair Emeritus.
5. The Chair Emeritus serves in an advisory role to Chair and the TPDC membership.
6. A faculty member may serve consecutive terms as Chair.

B. Duties:

A Chair's responsibilities may include, but are not limited to, the following:

1. Represent the TPDC in communication with faculty, staff, and administration.
2. Schedule and facilitate TPDC 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 TPDC. In the event of a tie, the Chair will cast the tie-breaking vote.
6. Distribute and/or post TPDC's annual accomplishments to faculty, staff, and administration once per year, no later than the midway into the Fall semester.
7. Facilitate TPDC meeting minutes' approval, distribution, and posting to the website.
8. Facilitate the posting of all TPDC Committee/Subcommittee/Taskforce minutes to the website.
9. Submit content to the College webmaster to maintain the TPDC website.
10. Organize subcommittees and taskforces as needed.
11. Remind faculty members of upcoming due dates for Change in Rank and Tenure applications.
12. Work with Department Chairs and Program Managers to ensure campus-based tenure committees are formed and meet all deadlines outlined in Appendix S of the CBA
13. Work with Department Chairs, Program Managers, and Provosts to ensure all Tenure and Change in Rank applications are forwarded to the TPDC and the RCSC, and the tenure application custody procedures outlined in Article 13 of this Handbook are correctly followed.
14. If unable to attend a meeting, the Chair will arrange for the Vice Chair to facilitate the meeting.

C. Other:

1. The Chair of the TPDC will receive at least the equivalent of 3 credits (30 points) of release time for each semester of duty (CBA 6.16.C.2).

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2. The Chair may serve or designate a liaison to TPDC standing committees, subcommittees, taskforces, or college organization (i.e. CTE, etc.) as needed by the TPDC.
 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 position and duties, and a new Vice Chair will be elected.
 5. If the Chair is asked to step down from the Council, a written statement must be submitted to the UFF President requesting the member be replaced. The statement must include justification and be sent to the UFF no later than three 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 the remainder of 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.

264 6.02 Vice Chair

265 A. Selection and Term of Service:

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1. A Vice Chair is elected by a majority vote and must have served on the Committee for at least one complete 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 Vice Chair.
 5. The election will be held no later than the last meeting each spring term.

274 B. Duties:

275 A Vice Chair’s responsibilities include, but are not limited to, the following:

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1. In the absence of the Chair, the Vice Chair will assume the Chair’s duties and responsibilities.
 2. 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.
 3. The Vice Chair may serve/act as liaison to TPDC standing committees, subcommittees, taskforces, or college organization (i.e. CTE, etc.) as needed by the TPDC
 4. The Vice Chair may be assigned action items by the Chair.

285 6.03 Secretary

286 A. Selection and Term of Service:

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1. A secretary is elected by a 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 no later than the last meeting each Spring term.

- 292 6. The secretary-elect will assume his or her duties at the first meeting of the following
293 semester.
294
- 295 B. Duties:
296 A secretary's responsibilities may include, but are not limited to, the following:
297 1. Take notes during meetings.
298 2. Minutes from meetings will be kept by the TPDC Secretary and presented to the TPDC
299 Chair for review.
300 3. Chair will distribute minutes after each meeting to the committee members for
301 review and approval.
302 4. The Secretary may be assigned action items by the Chair.
303 5. If unable to attend a meeting, the Secretary will arrange for the minutes to be
304 kept by another TPDC member.
- 305 C. Other
306 1. The Secretary may serve/act as liaison to TPDC standing committees, subcommittees,
307 taskforces, or college organization (i.e. CTE, etc.) as needed by the TPDC
308 2. If the Secretary is not able to complete his or her term, the Chair will solicit a
309 volunteer from the general membership to assume the role of secretary until the
310 next meeting, at which time an election will be held.
311

312 6.04 Campus and At-large Representatives

- 313 A. Selection and Term of Service
314 1. Members are selected as outlined above in section 3.02 of this Handbook. The term
315 of service is three years.
316
- 317 B. Duties:
318 The responsibilities may include, but are not limited to, the following:
319 1. Attend all TPDC meetings.
320 2. Serve as liaison to a TPDC standing committee, subcommittee, taskforces, or other
321 college organization as needed (i.e. CTE, etc.)
322 3. Complete any post-meeting action items assigned by the Chair.
323
- 324 C. Other
325 1. Campus-based and at-large representatives may serve on TPDC standing committees
326 subcommittees, and taskforces, or other college organization as needed (i.e. CTE,
327 etc.)
328 2. Any representative may be asked to step down from his or her position if Council
329 members decide, via a vote of "no confidence", that the person has egregiously
330 violated the policies and procedures outlined in this Handbook. A 75% majority is
331 required for a vote of "no confidence". In this case, the Chair shall vote.
332 3. In the event of a vote of "no confidence", the Chair must submit a written
333 statement to the President of the UFF requesting the person be replaced. The
334 statement must include justification and sent no later than three (3) business days
335 after the vote of "no confidence".
336 4. A committee member who was removed by a vote of "no confidence" may not
337 serve on any TPDC standing committees, subcommittees, or taskforces the year of
338 removal or the following year, and may not be reinstated to the TPDC the
339 following year.

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5. A representative who is not able to fulfill his or her duties must contact the Chair, who will follow procedures set forth in Article 3 of this Handbook to fill the vacated position.

343 **Article VII. COMMITTEES**

344

345 **7.01 Committees' Missions**

346 The TPDC will establish standing committees, subcommittees, and taskforces. The TPDC will
347 provide oversight, and set and approve goals for each working group. Any committee may
348 establish subcommittees or ad hoc committees to accomplish their goals. The standing
349 committees will be the Handbook (HSC) (TPDC Art. 8), Professional Development (PDSC) (TPDC
350 Art. 9), Rank Change (RCSC) (TPDC Art. 10), and Sabbatical Leave (SLSC) (TPDC Art. 11).

351

352 Campus Tenure Committees (TPDC Art #10) will be formed on an ad hoc basis as tenure
353 candidates present for review.

354

355 **7.02 Standing Committees/Subcommittees Structure**

356 Each committee under the TPDC will have five (5) to fifteen (15) members, will endeavor to
357 represent all campuses divisions, and as many disciplines as possible. With the exception of
358 the Campus Tenure Committees, each committee will also include at least one (1) non-voting
359 TPDC liaison. Each TPDC standing committee or standing subcommittee will have one (1)
360 primary and one (1) alternate administrator (or staff member) as non-voting administrative
361 representative. These representatives will be assigned by EFSC Administration, and may be
362 reassigned annually as deemed necessary by the Administration.

363

364 **A. Membership:**

- 365 1. Voting membership will be comprised of full-time faculty members with
366 representatives, when feasible, from each campus, including faculty
367 representatives from eLearning, the Library, and Workforce.
368 2. Handbook Standing Committee (HSC) will follow these membership guidelines as
369 well as include a UFF-EC representative as a voting member.

370 **B. Non-Voting Members:**

- 371 1. TPDC Liaisons (1-2)
372 2. Non-Faculty Staff/Administration - primary and alternate (2)

373 **C. Terms:**

- 374 1. Terms are for two years and are renewable. The Committee Chair will make every
375 effort to stagger terms so that not more than 1/3 of the membership is rolling off
376 during any given term.

377 **D. Membership Selection:**

- 378 1. Through the TPDC Chair, the Chair of the Standing
379 Committee/Subcommittee/Taskforce will solicit full time faculty volunteers for
380 membership. All faculty members will be given the opportunity to volunteer on a
381 given committee. A minimum of five (5) working days will be provided as a window
382 of opportunity to volunteer.

383 **E. Chair & Vice Chair Selection:**

- 384 1. The Chair must be a voting member. The Chair will be selected by a majority vote of
385 the voting faculty members of the Committee. The term of service is two years. A
386 member must be on the Committee for one year before becoming eligible to be Chair
387 (with the exception of the initial formation of the Committee).
388 2. The Vice Chair will be selected from the membership, by a majority vote of the voting
389 members of the Committee. The term of service is one year.
- 390

- 391 F. Chair Responsibilities
392 1. Creates and distributes agenda prior to meetings
393 2. Facilitates meeting minutes approval and subsequent distribution to the TPDC Chair
394 in a timely fashion
395 3. Presides at meetings, recommends/creates subcommittees or taskforces if situations
396 warrants
397 4. Acts as representative at TPDC meetings if called
398 5. Calls special elections/requests for volunteers if a vacancy occurs
399 6. Advertises meetings to stakeholders
400 G. Vice Chair Responsibilities
401 1. Takes meeting minutes
402 2. Stands in for Chair if unable to attend
403 3. Assumes Chair position until next election if a vacancy occurs
404 H. Voting
405 1. Each member has one vote. There must be a quorum present to vote
406

407 7.03 Standing Committee/Subcommittee Meetings

408 Standing Committees/Subcommittees will meet a minimum of twice an academic year, at
409 least once a semester in fall and spring, and additionally as needed at the discretion of the
410 Standing Committee's/Subcommittee's Chair and/or the TPDC Chair. Meetings may take
411 place face-to-face and/or online. Members are expected to attend said meetings (CBA
412 8.6.B.9). A member may be removed from the committee for non-attendance per the
413 discretion of the Standing Committee/Subcommittee's officers.
414

415 Minutes will be taken at every meeting. The Committee/Subcommittee will report its minutes
416 to the TPDC and provide an electronic copy to the TPDC Chair, who will see to posting the file
417 on the TPDC website.
418

419 7.04 Standing Committee - Responsibilities

- 420 A. The Handbook Standing Committee (HSC) is tasked with reviewing the TPDC Handbook for
421 consistency with the Collective Bargaining Agreement. The HSC makes recommended
422 changes to the TPDC, UFF, and EFSC Administration.
423 B. The Professional Development Standing Committee (PDSC) gives the faculty a voice in
424 professional development. The committee will make recommendations to the TPDC
425 concerning new and established faculty mentoring programming, and professional
426 development opportunities.
427 C. The Rank Change Standing Committee (RCSC) will support faculty advancement through
428 review of rank change applications and portfolios. The committee will make
429 recommendations annually to the TPDC for faculty rank changes.
430 D. The Sabbatical Leave Standing Committee (SLSC) will support efforts by faculty members to
431 complete upper level degrees, professional projects, or other certifications that are pertinent
432 to their expertise. The Committee will make recommendations to the TPDC concerning
433 faculty Professional Learning Activities Funding (PLAF), and faculty candidates applying for
434 long-term and short-term professional/sabbatical leave.

435 **Article VIII. HANDBOOK**
436

437 **8.01 Handbook Standing Committee (HSC) - Responsibilities**

438 The Handbook Standing Committee (HSC) is tasked with reviewing the TPDC Handbook for
439 consistency with the Collective Bargaining Agreement and related college procedures. The HSC
440 recommends changes to the TPDC.

441 **8.02 Procedures**

442 Amendments to the TPDC Handbook are made under the following provisions carried out in
443 sequence:

- 444 1. Initiation of proposed amendments requires a simple majority vote of the HSC
 - 445 2. Amendments are submitted to the TPDC.
 - 446 a. Action on proposed amendments is delayed until the TPDC has had a
447 sufficient period of time to consider and discuss the changes.
 - 448 b. If additional discussion and consideration are required, a vote may be delayed
449 for a period of time agreed upon by the majority.
 - 450 3. Adoption of Proposed Amendments
 - 451 a. Approval requires an 80% majority vote in favor. All TPDC members must
452 vote.
 - 453 b. Once approved by TPDC, the amendments are forwarded to UFF for
454 approval.
 - 455 c. The amendments will not go into effect until the TPDC Chair receives
456 notification of approval by UFF.
 - 457 d. UFF will notify the Administration of all changes. (CBA 6.16.A.4.)
- 458

459 **8.03 Editorial Corrections**

- 460 A. Substantive changes alter the intent or meaning of the original entry and must follow
461 the established approval procedures.
 - 462 B. Editorial corrections are non-substantive, do not alter the intent or meaning of the
463 original entry, and will be approved by a simple majority vote of the HSC.
 - 464 C. Editorial changes take effect immediately upon approval of the HSC.
- 465

466 **8.04 Publication of the Handbook**

467 Upon adoption and approval of the handbook by UFF, the TPDC Handbook will be made
468 available on EFSC's website.

469 **Article IX. PROFESSIONAL DEVELOPMENT**
470

471 **9.01 Professional Development Standing Committee - Responsibilities**

472 The Professional Development Standing Committee (PDSC) gives the faculty a voice in
473 professional development. The committee makes recommendations regarding faculty
474 professional development opportunities. The PDSC works collaboratively with the Center of
475 Teaching Excellence (CTE) to make available approved professional development opportunities
476 for faculty advancement (TPDC Appendix #)
477

478 **9.02 Faculty Professional Development and Advancement Activities**

479 Faculty advancement activities considered when applying for tenure and rank are as follows
480 (based on CBA Appendix N). Follow all evidence guidelines specified below. For all other activities
481 listed, evidence must indicate ongoing participation and commitment (i.e. meeting minutes,
482 workshop announcement, copy of article, copy of marketing material, and other forms of variable
483 proof).
484

485 **A. Professional Development**

- 486 1. Successful completion of a graduate level course of at least 3 credit semester hours
487 in one's discipline or directly applicable to that discipline (include copy of unofficial
488 transcript)
- 489 2. Successful completion of a college level course of at least 3 credit semester hours in
490 one's discipline or directly applicable to that discipline, if the college level is the
491 highest for the specific discipline (include copy of unofficial transcript)
- 492 3. Successful completion of a TPDC approved workshop offered through the college
493 (provide summary of all completed workshops and include a copy of EFSC Training
494 record)
- 495 4. Obtain continuing education credits meeting professional certification/licensure
496 requirements (include copy of unofficial transcript or certificate of completion)
- 497 5. Attend a conference, workshop, seminar, webinar, or professional meeting to
498 advance knowledge in the career field (include copy of the registration form and
499 workshop agenda, or a certificate of completion or attendance)
500

501 **B. Contribution(s) to the College**

- 502 1. Membership and participation on a college-wide or campus committee
- 503 2. Membership and participation on an advisory committee for the college
- 504 3. Successful delivery of a workshop at the college
- 505 4. Development of a new program of study
- 506 5. Development of a new course offering
- 507 6. Major revision of a course plan
- 508 7. Conversion of a course to Performance Based Language format
- 509 8. Completion a major project for the department
- 510 9. Write a grant proposal for program improvement or new equipment
- 511 10. Serve as a mentor for one year in the New Faculty Mentoring Program
- 512 11. Mentor a College Success Skills student
- 513 12. Volunteer in the Learning Lab or Writing Center
- 514 13. Organize a campus or college-wide conference
- 515 14. Develop/market new programs or services

- 516 15. Convert a pre-existing course to Hybrid or Online format according to established
517 guidelines
518 16. Faculty sponsorship of a student organization
519 17. Membership and participation on an articulation committee
520 18. Create innovative instructional design
521
522 C. Contribution(s) to the Profession
523 1. Present a paper or be a panel member at a professional conference/ meeting
524 2. Publication of a scholarly article, textbook, monograph, book chapter, or other
525 publication on a profession-related subject
526 3. Present artwork at a juried art show or performing in a public recital
527 4. Write a critical review of a musical or theatrical performance, book review or other
528 art work for publication in a newspaper, magazine or professional journal
529 5. Participate in a discipline-related professional organization
530 6. Complete a profession-related project
531 7. Organize a professional-related conference
532 8. Convert a pre-existing course to Hybrid or Online format according to established
533 guidelines
534 9. Teach an upper division course or graduate course at the University Level
535 10. Participating on an articulation committee
536
537 D. Contribution(s) to the Community
538 1. Organize a college sponsored community event
539 2. Membership and participation on an advisory committee for a non-profit
540 organization
541 3. A minimum of 20 hours of community service/volunteer time with any non-profit,
542 government organization or student related activity/community group
543 4. Obtain training and certification to assist with community needs
544 5. Participate in community education events
545
546 Review committees and TPDC may consider activities not listed above, when the applicant
547 supplies evidence including detailed descriptions and justification specific to the category under
548 review.
549

550 **Article X. RANK CHANGE**

551
552 **10.01 Rank Change Standing Committee (RCSC)-Responsibilities**

553 Change in Rank is a faculty peer award recommended by the Rank Change Standing Committee
554 and confirmed by the TPDC in recognition of a faculty member’s significant contributions to the
555 college, profession, and/or community and ongoing commitment to professional development
556 (CBA 11:4)

557
558 Change in rank is awarded by the Administration and includes a change in title and a one-time
559 stipend (CBA 11.4.E and 14.6).

560
561 **10.02 Rank Change Standing Committee (RCSC) - Procedures and Timeline**

- 562 A. To apply for rank change, faculty members complete and submit the application along with a
563 portfolio of evidence as outlined in the TPDC Handbook (CBA Appendix R and TPDC Appendix
564 #). A rank change mock-portfolio is available on reserve in the library at each campus.
- 565 B. Applications and associated portfolios must be received by the Rank Change Standing
566 **Committee (RCSC) Chair no later than 5:00pm EST on October 15** (if the deadline falls on a
567 Friday, weekend or holiday, the submission is on the first business day following the deadline
568 date). Incomplete or late applications/portfolios will not be accepted or considered.
- 569 C. Submission considerations:
- 570 1. If the applicant sends his application and portfolio through campus mail, email the
571 RCSC Chair on the day mailed.
 - 572 2. Upon receipt of your application and portfolio, the RCSC Chair will send an email
573 confirmation of receipt for your records.
- 574 D. Applications and accompanying portfolios will be evaluated by RCSC no later than **November**
575 **1**. Attendance of the TPDC liaison is required at all RCSC meetings. All RCSC members must
576 review all, and vote on all, applications and portfolios. RCSC and TPDC are to use CBA
577 Appendix 0 to guide application and portfolio evaluation. If a RCSC or TPDC member has
578 submitted a portfolio for review, he must recuse himself and leave the room during review of
579 and voting on his documents.
- 580 E. RCSC’s TPDC liaison delivers all application/portfolios and decision outcome documentation
581 to the TPDC Chair at TPDC’s rank change review meeting. TPDC reviews applications and
582 portfolios that RCSC has recommended for denial.
- 583 F. TPDC Chair forwards recommendations to the College President no later than **November 15**.
584 The scoring guide and signature documentation used during the evaluation process by RCSC
585 and the TPDC are located in TPDC Handbook Appendixes
- 586 G. Candidates are notified by the Administration of rank change decisions before the end of the
587 Fall semester.
- 588 H. Approved portfolios will be returned to the applicants by the end of the Fall semester
589 following notification by the Administration. Those applicants denied a rank change will be
590 provided with written justification from the TPDC Chair. The denied portfolios will be held for
591 at least 21 working days by the TPDC Chair after written justification is provided.
- 592 I. Unless otherwise instructed by the applicant, the applications and portfolios will be returned
593 to the faculty member via campus mail. If documents are mailed, the TPDC Chair (or
594 designee) will send an email to the applicant at the time portfolio is shipped.

595 **Article XI. SABBATICAL LEAVE**

596

597 **11.01 Sabbatical Leave Standing Committee (SLSC) - Responsibilities**

598 The Committee determines and facilitates the Professional Leave Application Funding (PLAF) and
599 sabbatical leave process in support of efforts by faculty members to secure professional
600 development opportunities outside of EFSC, complete upper level degrees, professional projects,
601 research, or other certifications that are pertinent to their expertise. The Committee will
602 endeavor to encourage applications that will be mutually beneficial to the faculty member, the
603 College, and students.

- 604 1. Applications will be solicited and evaluated by the committee members, and
605 recommendations will be forwarded to administration for a final decision.
606 2. Forms, applications, and process will be periodically reviewed and updated by
607 committee members. Recommendations will be forwarded to the HSC.
608

609 **11.02 Sabbatical Leave Standing (SLSC) Committee - Procedures**

610 Faculty requesting long or short-term sabbatical leave must meet the requirements outlined (CBA
611 12.12 and TPDC Handbook Appendix #), and complete the Faculty Proposal for Sabbatical Leave
612 application (TPDC Handbook Appendix #). Application processes and deadlines are non-
613 negotiable for long and short-term sabbatical leave requests and are outlined in TPDC Handbook
614 Appendix C. Following SLSC review of the proposal, the SLSC will complete the Proposal for
615 Sabbatical Leave Review Form (TPDC Handbook Appendix #).

616 **Article XII. TENURE**

617
618 The candidate must be recommended for tenure by the Campus Tenure Committee, and the
619 TPDC, before the candidate’s name can be sent to the College President for approval (CBA
620 11.1.B.6). Candidates will follow the processes and procedures outlined in this Article and the
621 TPDC Handbook Appendices. The Campus Tenure Committee and the TPDC will base their
622 recommendations on the candidate’s tenure application and portfolio. The requirements for
623 tenure are outlined in TPDC Handbook Appendices # (Guidelines) (CBA. 11.1. B.3).
624

625 **12.01 Timeline (CBA Appendices S&T)**

- 626 A. A candidate will be considered for tenure during Spring term of the fifth (5th), sixth (6th), or
- 627 seventh (7th) year of service to the College as determined by the tenure candidate.
- 628 B. By August 15th, the TPDC Chair will send an email notifying the faculty of the timeline for
- 629 tenure application
- 630 C. By October 1st of the Fall term of the candidate’s tenure application year, candidates must
- 631 obtain both Human Resources and Supervising Administrator signatures on their application.
- 632 D. By October 15th of the Fall Term of the year of tenure consideration, submit copy of a signed
- 633 application for tenure to the announced chair of the Campus Tenure Committee.
- 634 E. By January 10th of the Spring term of the year of tenure consideration, submit your
- 635 application and tenure portfolio to the Campus Tenure Committee chair.
- 636 F. By February 1st, the Campus Tenure Committee will have met and made recommendations to
- 637 the TPDC chair.
- 638 G. By February 28th, the TPDC will have met meet at least once to review all applications
- 639 submitted by the campus-based committees. In the event clarification is required by the
- 640 TPDC chair from the Campus Tenure Committee regarding the recommendation, the TPDC
- 641 chair will contact the Campus Tenure Committee Chair for additional justification that must
- 642 be provided within seven (7) business days of TPDC Chair’s request.
- 643 H. By April 1st, the TPDC must have met and forwarded recommendations for all applications
- 644 that have been favorably recommended by both the TPDC and Campus Tenure Committees
- 645 to the College President or designee.
- 646 I. By the official end of Spring semester, candidates for tenure will be notified of approval or
- 647 non-approval by the Administration.
- 648 J. Candidates’ portfolios will be returned no later than September 1st of the Fall semester.

649
650 NOTE: If a deadline falls on a weekend or holiday, the submission is on the first business day
651 following the deadline date.

652
653 **12.02 Campus Tenure Committee**

654 When more than one faculty member is eligible for tenure on a campus or division, each tenure
655 candidate shall have a Campus Tenure Committee formed by October 1st. The Department Chair
656 (DC) or Program Manager (PM) will recruit committee members and schedule an initial meeting
657 of the Campus Tenure Committee, an ad hoc committee formed to complete the initial evaluation
658 of the faculty member’s tenure application and portfolio.

- 659
- 660 A. Membership of the Campus Tenure Committee will be comprised according to CBA
- 661 11.1.B.4 and the following criteria:

- 662 1. A Campus Tenure Committee shall be comprised of a candidate’s DC and/or PM,
663 who will be non-voting members except in the event of a tie, and three (3) to five
664 (5) full-time tenured faculty members from the discipline of the tenure candidate,
665 or a closely related discipline when adequate numbers of faculty are not available.
666 If necessary, faculty members from the discipline, but from another campus or
667 division, may be included to fulfill the discipline representation needs. A tenure
668 candidate may select one member of the committee. The committee shall select
669 its chairperson, who shall not be the candidate’s DC and/or PM.
- 670 2. A librarian candidate’s Campus Tenure Committee will be comprised of the other
671 Librarians on the candidate’s campus, plus Librarians from other campuses as
672 necessary to meet the above requirements.
- 673 3. Members of the Campus Tenure Committee shall not be members of the TPDC. In
674 the event the DC/PM is a member of TPDC, the campus tenure committee must
675 have an odd number of members. After the Chair is elected, he will be excused
676 from all Campus Tenure Committee proceedings.
- 677 4. Tenure candidates are responsible for notifying the College (Chief Learning
678 Officer) of any conflict of interest.
- 679 5. If the candidate has been assigned to multiple campuses, then a majority minus
680 one may be faculty members from the department of the previous campus
681 assignment.
- 682 B. Campus Tenure Committee – Responsibilities:
683 All Campus Tenure Committees will be ad- hoc committees formed as required for faculty
684 tenure recommendations. These committees will evaluate individual faculty tenure
685 applications and portfolios of eligible faculty members and make recommendations (CBA
686 Article 11.1). The Campus Tenure Committee must report their recommendation to the TPDC
687 and provide a written justification in the event of a negative recommendation. This
688 justification is for TPDC informational purposes only and is retained by the TPDC chair, and
689 will not be forwarded to the candidate. The Campus Tenure Committee’s justification is
690 meant to provide evidence of a sound process and a record of the resulting recommendation.
691 All portfolios and applications reviewed by the Campus Tenure Committees will be forwarded
692 to the TPDC to verify that established processes and procedures have been observed (CBA
693 11.1.B.5).
- 694
- 695 C. Campus Tenure Committee Procedures:
696 The Campus Tenure Committee bases its recommendation on the candidate’s tenure
697 application and portfolio. The requirements for tenure are outlined in TPDC Handbook
698 Appendices # and CBA. 11.1. B.3.
- 699 1. By the end of August, the Department Chair (DC) or Program Manager (PM) will
700 start recruiting committee members and schedule an initial meeting. The applicant
701 may select one member of the committee (CBA 11.1.B.4).
- 702 2. Prior to October 15th, the Campus Tenure Committee will meet to:
- 703 3. Select a Campus Tenure Committee Chair.
- 704 4. Review the Tenure Application evaluation procedures, the application custody
705 system, and the maintenance of confidentiality.
- 706 5. A TPDC representative may be invited by the Campus Tenure Committee Chair from
707 the applicant’s campus to assist with procedural questions.
- 708 6. No portfolio discussions shall occur while the TPDC member is in attendance.

- 709 a. Once the committee has been formed, and the Chair has been selected, the
710 Campus Tenure Committee Chair will email the applicant their name in order
711 to facilitate the receipt of the application and portfolio.
- 712 7. By October 15th, the DC/PM will email the TPDC Chair the name(s) of applicant(s)
713 applying for tenure, the chair of the committee(s), and the members of the
714 committee(s)
- 715 8. The Campus Tenure Committee Chair will be responsible for maintaining chain of
716 custody for the tenure candidate's portfolio as documented on the Tenure Portfolio
717 Custody form (TPDC Handbook Appendix #).
- 718 9. The Campus Tenure Committee Chair will arrange for receipt of the tenure
719 application and portfolio by January 10th to.
- 720 10. A super majority (minimum 67%) vote by a Campus Tenure Committee is required to
721 favorably recommend a candidate for tenure (CBA11.1.B.4.)
- 722 11. After reviewing the application and portfolio, the Campus Tenure Committee shall
723 recommend either award or denial of tenure. The chairperson of the Campus Tenure
724 Committee will provide written notification to the TPDC chair informing them of the
725 committee's recommendation. This recommendation shall be formatted according to
726 the CBA Appendix T.IV.
- 727 12. The Campus Tenure Committee Chair will complete the appropriate section of the
728 Tenure Application (CBA Appendix T) and Campus Based Tenure Recommendation
729 Form (TPDC Handbook Appendix #).
- 730 13. By February 1st, the Campus Tenure Committee Chair will ensure that all forms,
731 including the Tenure Portfolio Custody Form, are complete. Once all forms are
732 complete, they will notify the TPDC Chair.
- 733 14. The Campus Tenure Committee Chair will deliver the completed portfolio to a TPDC
734 Campus Representative or the TPDC Chair. The recipient of the completed portfolio
735 will ensure that the custody form is complete.
- 736 15. All portfolios and applications reviewed by the Campus Tenure Committees will be
737 forwarded to the TPDC to verify that established processes and procedures have
738 been observed (CBA 11.1.B.5).
- 739 16. In the event the TPDC requests clarification regarding Committee's
740 recommendation, refer to procedure 12.03.B
741

742 12.03 Tenure and Professional Development Council Procedures

743 The TPDC bases its recommendation on the candidate's tenure application and portfolio. The
744 requirements for tenure are outlined in TPDC Handbook Appendices # (CBA. 11.1. B.3). TPDC
745 will also verify that established processes and procedures have been observed (CBA 11.1.B.5).

- 746 A. If a faculty member is not recommended for tenure by the Campus Tenure Committee, TPDC
747 will review the Campus Tenure Committee's justification to ensure that all processes and
748 procedures as specified in CBA 11.1 have been followed.
- 749 B. In the event clarification is required by the TPDC chair from the Campus Tenure Committee
750 regarding the recommendation, the TPDC chair will contact the Campus Tenure Committee
751 chair for additional justification. Clarification must be provided to the TPDC chair within
752 seven (7) business days of TPDC chair's request.
- 753 C. The portfolio will be returned to the applicant no later than September 15th.
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Article XIII. CUSTODY OF TENURE APPLICATIONS

13.01 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 printed by the applicant and included as the first item in the portfolio. All people involved in the handling of the portfolio at every level, faculty and administration, beginning and ending with the applicant will sign and date this custody document. Administrative assistants are not permitted to take custody of any tenure portfolios under any circumstances. The custody documentation begins at the time of portfolio submission to the applicant’s Campus Tenure Committee Chair (TPDC Handbook Appendix #).

Request to review application and portfolio by the College President or designee must be made to the TPDC Chair. During review, documents will remain in the custody and possession of the TPDC Chair.

771 **Article XIV. PROFESSIONAL LEARNING ACTIVITIES FUNDING (PLAF)**
772

773 In support of the college’s recognition of the importance of continuing professional development,
774 non-tuition funds have been allocated (CBA 14.08.A). To facilitate faculty awards, processes were
775 developed in collaboration with the UFF, the Administration, and the TPDC.
776

777 A. Faculty activities must be approved by TPDC before expenses may be reimbursed under this
778 fund. Funds may not be dispersed from this fund without TPDC consent (CBA 4.08.A.1).

779 Activities are listed below in order of TPDC consideration:

- 780 1. Registration fees and travel costs for presenting at an academic conference
- 781 2. Registration fees for webinars
- 782 3. Registration fees and travel costs for attending an academic conference
- 783 4. Certification fees for workforce faculty
- 784 5. Other (transportation of an exhibition/presentation materials, professional
785 membership due, etc.)

786 B. The PLAF application (TPDC Handbook Appendix G) is available on TPDC’s and Center for
787 Teaching Excellence’s (CTE) webpages, and in the EFSC Document Center.

788 C. The PLAF processes and timeline is outlined TPDC Appendix H.

789 **Article XV. Academic Discipline Peer Award (ADPA)**

- 790
- 791 The TPDC's role in the ADPA process is to recommend qualified applicants for any unclaimed
- 792 awards (CBA 14.7. E).
- 793 A. In the event there are unclaimed awards, each discipline committee will forward names
- 794 of other qualified applicants, up to an additional ten percent, rounded up to the nearest
- 795 whole number, to the Vice President of Academic Affairs.
- 796 B. By April 7 names will be forwarded from the VP of Academic Affairs to the Chair of the
- 797 TPDC.
- 798 C. The TPDC will randomly select from names submitted to recommend recipients for
- 799 unclaimed awards for that cycle.
- 800 D. By April 15 of each year, the TPDC will forward recommendations to the VP of Academic
- 801 Affairs.

802 **Article XVI. CONFIDENTIALITY**

803

804 **14.01 Policy**

805 The intent of this policy is to protect the integrity of all applications and processes to ensure the
806 privacy of the applicants and committee members. This policy applies to all members of the
807 TPDC, TPDC’s Standing Committees, all TPDC ad-hoc committees, and Campus Tenure
808 Committees.

809 A. No guests will be permitted to attend meetings in which applications are being evaluated.

810 B. Discussions during these meetings are to remain confidential.