Eastern Florida State College

Tenure & Professional Development Council

Handbook

2018
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Definitions:

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

ADPA – Academic Discipline Peer Award

CBA - Collective Bargaining Agreement

College President – College President or designee

Council – Tenure and Professional Development Council (TPDC)

EC – Executive Council

HSC – Handbook Standing Committee of the TPDC

Majority - Fifty percent plus one of membership

PDSC – Professional Development Standing Committee of the TPDC

PLAF – Professional Leave Activities Funding

Quorum – Fifty percent plus one of membership

RCSC - Rank Change Standing Committee of the TPDC

SLSC – Sabbatical Leave Standing Committee of the TPDC

Super Majority – Minimum of 66% of membership

TPDC - Tenure and Professional Development Council


UFF – United Faculty of Florida (UFF), Brevard

UFF President – UFF Brevard President or designee
Article I.  INTRODUCTION

1.01  Preamble
The Tenure and Professional Development Council (TDPC) provides a faculty voice in decisions concerning professional development, rank, sabbatical leave, and tenure in the interest of strengthening the faculty and the College. In accordance with the Collective Bargaining Agreement (CBA), the TPDC, or its standing committees and subcommittees, shall review and/or prepare recommendations for the College President or designee.
Article II. MISSION

2.01 Primary Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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


Article IV. MEETINGS

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

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

4.03 Additional Meetings
The Chair will schedule additional meetings as required:

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

4.04 Ad Hoc Subcommittee Meetings
Meetings of any ad hoc subcommittees will be scheduled as needed by the subcommittee Chair, the TPDC Chair, or the College President. A subcommittee representative will attend the subsequent TPDC meeting and report to the body.
Article V. TRANSACTION OF BUSINESS

5.01 General Rules of Order

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

1. 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.

2. 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.

3. Discussion and voting will take place according to the procedures described here and in Sections 5.02 and 5.03 of this Handbook.

5.02 Procedures

If the meeting schedule is not already established, 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 EFSC email for notices from the Chair regarding the dates of future meetings.

1. The Chair will give at least seven (7) working days’ notice before a meeting is to be held.

2. To ensure a majority is present and/or there is enough attendance for business to proceed, a member who is unable to attend should contact the Chair at least five (5) working days before the meeting.

3. Minutes will be recorded during each meeting. Minutes must be approved by a majority of the TPDC 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.

4. Unless otherwise identified in this Handbook, at least a majority of voting members is needed to vote on business items at any TPDC meeting or standing committee/subcommittee/task force meeting.

5.03 Voting

The TPDC shall adhere to the following voting rules:

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

2. The Chair of the TPDC will break any tie votes.

3. Unless otherwise identified in this Handbook, a majority of the membership is necessary for voting to take place.

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

5. Voting members may vote in favor, vote nay, or abstain.
6. An 80% majority in favor vote is required to recommend changes to the Rank Change or Tenure application documents. Approved recommendations are forwarded by the TPDC to the UFF. All TPDC members must vote.

7. Changes to other policies or procedures outlined in this Handbook requires a minimum 80% majority vote in favor. All TPDC members must vote.

5.04 Minutes

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

Minutes from meetings will be drafted by the TPDC Secretary and presented to the TPDC Chair for review. The TPDC Chair will submit minutes to the TPDC at large for final review. Once approved by the majority, the TPDC Chair will submit minutes for publication on the TPDC webpage. Until the review and approval process is complete, minutes in any form (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).
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.

6.02 Vice Chair

A. Selection and Term of Service:

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.

B. Duties:

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

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.

6.03 Secretary

A. Selection and Term of Service:

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.
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:
1. Take notes during meetings.
2. Minutes from meetings will be kept by the TPDC Secretary and presented to the TPDC Chair for review.
3. Chair will distribute minutes after each meeting to the committee members for review and approval.
4. The Secretary may be assigned action items by the Chair.
5. If unable to attend a meeting, the Secretary will arrange for the minutes to be kept by another TPDC member.

C. Other
1. The Secretary may serve/act as liaison to TPDC standing committees, subcommittees, taskforces, or college organization (i.e. CTE, etc.) as needed by the TPDC
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.

6.04 Campus and At-large Representatives
A. Selection and Term of Service
1. Members are selected as outlined above in section 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:
1. Attend all TPDC meetings.
2. Serve as liaison to a TPDC standing committee, subcommittee, taskforces, or other college organization as needed (i.e. CTE, etc.)
3. Complete any post-meeting action items assigned by the Chair.

C. Other
1. Campus-based and at-large representatives may serve on TPDC standing committees subcommittees, and taskforces, or other college organization as needed (i.e. CTE, etc.)
2. Any representative may be asked to step down from his or her position if Council 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 the UFF requesting the person be replaced. The statement must include justification and sent no later than three (3) business days after the vote of “no confidence”.
4. A committee member who was removed by a vote of “no confidence” may not serve on any TPDC standing committees, subcommittees, or taskforces the year of removal or the following year, and may not be reinstated to the TPDC the following year.
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.
Article VII. COMMITTEES

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

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

7.02 Standing Committees/Subcommittees Structure
Each committee under the TPDC will have five (5) to fifteen (15) members, 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 at least one (1) non-voting TPDC liaison. Each TPDC standing committee or standing subcommittee will have one (1) primary and one (1) alternate administrator (or staff member) as non-voting administrative representative. These representatives will be assigned by EFSC Administration, and may be reassigned annually as deemed necessary by the Administration.

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

B. Non-Voting Members:
   1. TPDC Liaisons (1-2)
   2. Non-Faculty Staff/Administration - primary and alternate (2)

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

D. Membership Selection:
   1. Through the TPDC Chair, the Chair of the Standing Committee/Subcommittee/Taskforce will solicit full time faculty volunteers for membership. 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.

E. Chair & Vice Chair Selection:
   1. The Chair must be a voting member. The Chair will be selected by a majority vote of the voting faculty members of the Committee. The term of service 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).
   2. The Vice Chair will be selected from the membership, by a majority vote of the voting members of the Committee. The term of service is one year.
F. Chair Responsibilities
   1. Creates and distributes agenda prior to meetings
   2. Facilitates meeting minutes approval and subsequent distribution to the TPDC Chair in a timely fashion
   3. Presides at meetings, recommends/creates subcommittees or taskforces if situations warrants
   4. Acts as representative at TPDC meetings if called
   5. Calls special elections/requests for volunteers if a vacancy occurs
   6. Advertises meetings to stakeholders

G. Vice Chair Responsibilities
   1. Takes meeting minutes
   2. Stands in for Chair if unable to attend
   3. Assumes Chair position until next election if a vacancy occurs

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

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

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

7.04 Standing Committee - Responsibilities
A. The Handbook Standing Committee (HSC) is tasked with reviewing the TPDC Handbook for consistency with the Collective Bargaining Agreement. The HSC makes recommended changes to the TPDC, UFF, and EFSC Administration.
B. The Professional Development Standing Committee (PDSC) gives the faculty a voice in professional development. The committee will make recommendations to the TPDC concerning new and established faculty mentoring programming, and professional development opportunities.
C. The Rank Change Standing Committee (RCSC) will support faculty advancement through review of rank change applications and portfolios. The committee will make recommendations annually to the TPDC for faculty rank changes.
D. The Sabbatical Leave Standing Committee (SLSC) 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 TPDC concerning faculty Professional Learning Activities Funding (PLAF), and faculty candidates applying for long-term and short-term professional/sabbatical leave.
Article VIII. HANDBOOK

8.01 Handbook Standing Committee (HSC) - Responsibilities

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

8.02 Procedures

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

1. Initiation of proposed amendments requires a simple majority vote of the HSC
2. Amendments are submitted to the TPDC.
   a. Action on proposed amendments is delayed until the TPDC has had a sufficient period of time to consider and discuss the changes.
   b. 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 TPDC members must vote.
   b. Once approved by TPDC, the amendments are forwarded to UFF for approval.
   c. The amendments will not go into effect until the TPDC Chair receives notification of approval by UFF.
   d. UFF will notify the Administration of all changes. (CBA 6.16.A.4.)

8.03 Editorial Corrections

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

8.04 Publication of the Handbook

Upon adoption and approval of the handbook by UFF, the TPDC Handbook will be made available on EFSC's website.
Article IX. PROFESSIONAL DEVELOPMENT

9.01 Professional Development Standing Committee - Responsibilities

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

9.02 Faculty Professional Development and Advancement Activities

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

A. Professional Development

1. Successful completion of 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)

2. Successful completion of a college level course of at least 3 credit semester hours in one’s discipline or directly applicable to that discipline, if the college level is the highest for the specific discipline (include copy of unofficial transcript)

3. Successful completion of a TPDC approved workshop offered through the college (provide summary of all completed workshops and include a copy of EFSC Training record)

4. Obtain continuing education credits meeting professional certification/licensure requirements (include copy of unofficial transcript or certificate of completion)

5. Attend a conference, workshop, seminar, webinar, or professional meeting to advance knowledge in the career field (include copy of the registration form and workshop agenda, or a certificate of completion or attendance)

B. Contribution(s) to the College

1. Membership and participation on a college-wide or campus committee

2. Membership and participation on an advisory committee for the college

3. Successful delivery of a workshop at the college

4. Development of a new program of study

5. Development of a new course offering

6. Major revision of a course plan

7. Conversion of a course to Performance Based Language format

8. Completion a major project for the department

9. Write a grant proposal for program improvement or new equipment

10. Serve as a mentor for one year in the New Faculty Mentoring Program

11. Mentor a College Success Skills student

12. Volunteer in the Learning Lab or Writing Center

13. Organize a campus or college-wide conference

14. Develop/market new programs or services
15. Convert a pre-existing course to Hybrid or Online format according to established guidelines
16. Faculty sponsorship of a student organization
17. Membership and participation on an articulation committee
18. Create innovative instructional design

C. Contribution(s) to the Profession
1. Present a paper or be a panel member at a professional conference/meeting
2. Publication of a scholarly article, textbook, monograph, book chapter, or other publication on a profession-related subject
3. Present artwork at a juried art show or performing in a public recital
4. Write a critical review of a musical or theatrical performance, book review or other art work for publication in a newspaper, magazine or professional journal
5. Participate in a discipline-related professional organization
6. Complete a profession-related project
7. Organize a professional-related conference
8. Convert a pre-existing course to Hybrid or Online format according to established guidelines
9. Teach an upper division course or graduate course at the University Level
10. Participating on an articulation committee

D. Contribution(s) to the Community
1. Organize a college sponsored community event
2. Membership and participation on an advisory committee for a non-profit organization
3. A minimum of 20 hours of community service/volunteer time with any non-profit, government organization or student related activity/community group
4. Obtain training and certification to assist with community needs
5. Participate in community education events

Review committees and TPDC may consider activities not listed above, when the applicant supplies evidence including detailed descriptions and justification specific to the category under review.
Article X. RANK CHANGE

10.01 Rank Change Standing Committee (RCSC)-Responsibilities

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

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

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

A. To apply for rank change, faculty members complete and submit the application along with a portfolio of evidence as outlined in the TPDC Handbook (CBA Appendix R and TPDC Appendix #). A rank change mock-portfolio is available on reserve in the library at each campus.

B. Applications and associated portfolios must be received by the Rank Change Standing Committee (RCSC) Chair no later than 5:00pm EST on October 15 (if the deadline falls on a Friday, weekend or holiday, the submission is on the first business day following the deadline date). Incomplete or late applications/portfolios will not be accepted or considered.

C. Submission considerations:
   1. If the applicant sends his application and portfolio through campus mail, email the RCSC Chair on the day mailed.
   2. Upon receipt of your application and portfolio, the RCSC Chair will send an email confirmation of receipt for your records.

D. Applications and accompanying portfolios will be evaluated by RCSC no later than November 1. Attendance of the TPDC liaison is required at all RCSC meetings. All RCSC members must review all, and vote on all, applications and portfolios. RCSC and TPDC are to use CBA Appendix 0 to guide application and portfolio evaluation. If a RCSC or TPDC member has submitted a portfolio for review, he must recuse himself and leave the room during review of and voting on his documents.

E. RCSC’s TPDC liaison delivers all application/portfolios and decision outcome documentation to the TPDC Chair at TPDC’s rank change review meeting. TPDC reviews applications and portfolios that RCSC has recommended for denial.

F. TPDC Chair forwards recommendations to the College President no later than November 15. The scoring guide and signature documentation used during the evaluation process by RCSC and the TPDC are located in TPDC Handbook Appendixes

G. Candidates are notified by the Administration of rank change decisions before the end of the Fall semester.

H. Approved portfolios will be returned to the applicants by the end of the Fall semester following notification by the Administration. Those applicants denied a rank change will be provided with written justification from the TPDC Chair. The denied portfolios will be held for at least 21 working days by the TPDC Chair after written justification is provided.

I. Unless otherwise instructed by the applicant, the applications and portfolios will be returned to the faculty member via campus mail. If documents are mailed, the TPDC Chair (or designee) will send an email to the applicant at the time portfolio is shipped.
Article XI. SABBATICAL LEAVE

11.01 Sabbatical Leave Standing Committee (SLSC) - Responsibilities

The Committee determines and facilitates the Professional Leave Application Funding (PLAF) and sabbatical leave process in support of efforts by faculty members to secure professional development opportunities outside of EFSC, 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 students.

1. Applications will be solicited and evaluated by the committee members, and recommendations will be forwarded to administration for a final decision.

2. Forms, applications, and process will be periodically reviewed and updated by committee members. Recommendations will be forwarded to the HSC.

11.02 Sabbatical Leave Standing (SLSC) Committee - Procedures

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

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

12.01 Timeline (CBA Appendices S&T)

A. A candidate will be considered for tenure during Spring term of the fifth (5th), sixth (6th), or seventh (7th) year of service to the College as determined by the tenure candidate.

B. By August 15th, the TPDC Chair will send an email notifying the faculty of the timeline for tenure application.

C. By October 1st of the Fall term of the candidate’s tenure application year, candidates must obtain both Human Resources and Supervising Administrator signatures on their application.

D. By October 15th of the Fall Term of the year of tenure consideration, submit copy of a signed application for tenure to the announced chair of the Campus Tenure Committee.

E. By January 10th of the Spring term of the year of tenure consideration, submit your application and tenure portfolio to the Campus Tenure Committee chair.

F. By February 1st, the Campus Tenure Committee will have met and made recommendations to the TPDC chair.

G. By February 28th, the TPDC will have met meet at least once to review all applications submitted by the campus-based committees. In the event clarification is required by the TPDC chair from the Campus Tenure Committee regarding the recommendation, the TPDC chair will contact the Campus Tenure Committee Chair for additional justification that must be provided within seven (7) business days of TPDC Chair’s request.

H. By April 1st, the TPDC must have met and forwarded recommendations for all applications that have been favorably recommended by both the TPDC and Campus Tenure Committees to the College President or designee.

I. By the official end of Spring semester, candidates for tenure will be notified of approval or non-approval by the Administration.

J. Candidates’ portfolios will be returned no later than September 1st of the Fall semester.

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

12.02 Campus Tenure Committee

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

A. Membership of the Campus Tenure Committee will be comprised according to CBA 11.1.B.4 and the following criteria:
1. A Campus Tenure Committee shall be comprised of a candidate’s DC and/or PM, who will be non-voting members except in the event of a tie, and three (3) to five (5) full-time tenured faculty members from the discipline of the tenure candidate, or a closely related discipline when adequate numbers of faculty are not available. If necessary, faculty members from the discipline, but from another campus or division, may be included to fulfill the discipline representation needs. A tenure candidate may select one member of the committee. The committee shall select its chairperson, who shall not be the candidate’s DC and/or PM.

2. A librarian candidate’s Campus Tenure Committee will be comprised of the other Librarians on the candidate’s campus, plus Librarians from other campuses as necessary to meet the above requirements.

3. Members of the Campus Tenure Committee shall not be members of the TPDC. In the event the DC/PM is a member of TPDC, the campus tenure committee must have an odd number of members. After the Chair is elected, he will be excused from all Campus Tenure Committee proceedings.

4. Tenure candidates are responsible for notifying the College (Chief Learning Officer) of any conflict of interest.

5. If the candidate has been assigned to multiple campuses, then a majority minus one may be faculty members from the department of the previous campus assignment.

B. Campus Tenure Committee – Responsibilities:

All Campus Tenure Committees will be ad-hoc committees formed as required for faculty tenure recommendations. These committees will evaluate individual faculty tenure applications and portfolios of eligible faculty members and make recommendations (CBA Article 11.1). The Campus Tenure Committee must report their recommendation to the TPDC and provide a written justification in the event of a negative recommendation. This justification is for TPDC informational purposes only and is retained by the TPDC chair, and will not be forwarded to the candidate. The Campus Tenure Committee’s justification is meant to provide evidence of a sound process and a record of the resulting recommendation.

All portfolios and applications reviewed by the Campus Tenure Committees will be forwarded to the TPDC to verify that established processes and procedures have been observed (CBA 11.1.B.5).

C. Campus Tenure Committee Procedures:

The Campus Tenure Committee bases its recommendation on the candidate’s tenure application and portfolio. The requirements for tenure are outlined in TPDC Handbook Appendices # and CBA. 11.1. B.3.

1. By the end of August, the Department Chair (DC) or Program Manager (PM) will start recruiting committee members and schedule an initial meeting. The applicant may select one member of the committee (CBA 11.1.B.4).

2. Prior to October 15th, the Campus Tenure Committee will meet to:

3. Select a Campus Tenure Committee Chair.

4. Review the Tenure Application evaluation procedures, the application custody system, and the maintenance of confidentiality.

5. A TPDC representative may be invited by the Campus Tenure Committee Chair from the applicant’s campus to assist with procedural questions.

6. No portfolio discussions shall occur while the TPDC member is in attendance.
a. Once the committee has been formed, and the Chair has been selected, the
Campus Tenure Committee Chair will email the applicant their name in order
to facilitate the receipt of the application and portfolio.
712
713 7. By October 15th, the DC/PM will email the TPDC Chair the name(s) of applicant(s)
714 applying for tenure, the chair of the committee(s), and the members of the
715 committee(s)
716 8. The Campus Tenure Committee Chair will be responsible for maintaining chain of
717 custody for the tenure candidate’s portfolio as documented on the Tenure Portfolio
718 Custody form (TPDC Handbook Appendix #).
719 9. The Campus Tenure Committee Chair will arrange for receipt of the tenure
720 application and portfolio by January 10th to.
721 10. A super majority (minimum 67%) vote by a Campus Tenure Committee is required to
722 favorably recommend a candidate for tenure (CBA11.1.B.4.)
723 11. After reviewing the application and portfolio, the Campus Tenure Committee shall
724 recommend either award or denial of tenure. The chairperson of the Campus Tenure
725 Committee will provide written notification to the TPDC chair informing them of the
726 committee’s recommendation. This recommendation shall be formatted according to
727 the CBA Appendix T.IV.
728 12. The Campus Tenure Committee Chair will complete the appropriate section of the
729 Tenure Application (CBA Appendix T) and Campus Based Tenure Recommendation
730 Form (TPDC Handbook Appendix #).
731 13. By February 1st, the campus Tenure Committee Chair will ensure that all forms,
732 including the Tenure Portfolio Custody Form, are complete. Once all forms are
733 complete, they will notify the TPDC Chair.
734 14. The Campus Tenure Committee Chair will deliver the completed portfolio to a TPDC
735 Campus Representative or the TPDC Chair. The recipient of the completed portfolio
736 will ensure that the custody form is complete.
737 15. All portfolios and applications reviewed by the Campus Tenure Committees will be
738 forwarded to the TPDC to verify that established processes and procedures have
739 been observed (CBA 11.1.B.5).
740 16. In the event the TPDC requests clarification regarding Committee’s
741 recommendation, refer to procedure 12.03.B

12.03 Tenure and Professional Development Council Procedures
The TPDC bases its recommendation on the candidate’s tenure application and portfolio. The
requirements for tenure are outlined in TPDC Handbook Appendices # (CBA. 11.1. B.3). TPDC
will also verify that established processes and procedures have been observed (CBA 11.1.B.5).
A. If a faculty member is not recommended for tenure by the Campus Tenure Committee, TPDC
will review the Campus Tenure Committee’s justification to ensure that all processes and
procedures as specified in CBA 11.1 have been followed.
B. In the event clarification is required by the TPDC chair from the Campus Tenure Committee
regarding the recommendation, the TPDC chair will contact the Campus Tenure Committee
chair for additional justification. Clarification must be provided to the TPDC chair within
seven (7) business days of TPDC chair’s request.
C. The portfolio will be returned to the applicant no later than September 15th.
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.
Article XIV. PROFESSIONAL LEARNING ACTIVITIES FUNDING (PLAF)

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

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

Activities are listed below in order of TPDC consideration:
1. Registration fees and travel costs for presenting at an academic conference
2. Registration fees for webinars
3. Registration fees and travel costs for attending an academic conference
4. Certification fees for workforce faculty
5. Other (transportation of an exhibition/presentation materials, professional membership due, etc.)

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

C. The PLAF processes and timeline is outlined TPDC Appendix H.
Article XV. Academic Discipline Peer Award (ADPA)

The TPDC’s role in the ADPA process is to recommend qualified applicants for any unclaimed awards (CBA 14.7. E).

A. In the event there are unclaimed awards, each discipline committee will forward names of other qualified applicants, up to an additional ten percent, rounded up to the nearest whole number, to the Vice President of Academic Affairs.

B. By April 7 names will be forwarded from the VP of Academic Affairs to the Chair of the TPDC.

C. The TPDC will randomly select from names submitted to recommend recipients for unclaimed awards for that cycle.

D. By April 15 of each year, the TPDC will forward recommendations to the VP of Academic Affairs.
Article XVI. CONFIDENTIALITY

14.01 Policy

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