

MIDDLE GEORGIA STATE UNIVERSITY

2018 19 PTPTR Committee Meeting #5

Meeting by Electronic Mail

March 8, 2019

Dr. Karmen Lenz, 2018 19 PTPTR Chair

1. Roll Call, all via email: Dr. Don Brown, Dr. Nate Gilbert, Dr. Karmen Lenz, Dr. Barry Monk, Dr. Benita Muth, Dr. Dawn Sherry, and Dr. Randy Spaid
2. Approval of the Minutes
3. Approval of the Agenda
4. Old Business:
 - a. Updates on committees and collaborations between committees: Members shared updates on committee collaborations. Randy Spaid is checking up with Lorraine Dubuisson and Mary Wolfe and previous APPC chairs about the status of the workload study. Last semester we determined that this study may be useful to the Provost in his broader re-examination of tenure and promotion requirements.
 - b. Update on the post-tenure review process: Of the six applicants for PTR, five have set a meeting date and have received the forms. Karmen Lenz has sent an inquiry to a committee member for the other applicant.
 - c. Update to Handbook regarding promotion and/or tenure portfolios: Randy Spaid stated that at Friday's Faculty Senate meeting, Lorraine Dubuisson's motion from the Academic Personnel Policies Committee to modify the faculty handbook regarding P & T letters from Assistant Chairs *only by request* was carried by hand vote 18-0.
6. New Business:
 - a. The committee voted unanimously for sending out the following request to solicit messages stating intent to apply from Faculty and Administrators who plan to apply for promotion and/or tenure for 2019-2020:

This is a formal invitation for Faculty and Administrators to apply for tenure and/or promotion for the academic year 2019-2020. As noted in the Faculty Handbook, "intent to apply is no guarantee of eligibility; rather, it initiates the question of eligibility" (p. 37). Indicate your intent to apply by responding to this email in a message addressed to Karmen Lenz. Copy the Provost, Dean of your School, and the Chair of your Department on your message. Please indicate the following for which you are applying:

_____tenure only; _____ promotion only; _____ tenure and promotion

And status

____ as a faculty member; ____ as an administrator

b. The Committee unanimously agreed to reinforce the handbook statement that any student letters be added to the applicant portfolios as an item in the appendix. This is clearly stated in section 4.05.02.6 of the Handbook (58-59), which subordinates student letters to the Appendix and indicates letters from supervisors and colleagues are given in the main sections of the portfolio.